

**BY ORDER OF THE
SECRETARY OF THE AIR FORCE**



AIR FORCE MANUAL 10-206

15 JUNE 1997

**AIR FORCE RESERVE COMMAND
Supplement 1**

14 August 1998

Operations

OPERATIONAL REPORTING

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OPR: HQ USAF/XOOOO
(MSgt W. Thompson)
Supersedes AFMAN 10-206, 1 September 1995
and AFMAN 10-206/AFRES Sup, 30
October 1995

Certified by: HQ USAF/XO
(Lt Gen Ralph E. Eberhart)
Pages: 78
Distribution: F

This manual implements AFRD 10-2, *Readiness*. It establishes and describes the Air Force Operational Reporting System (AFOREPS). Part 1 introduces the general concept of the AFOREPS and covers reporting policies and command reporting responsibilities. Part 2 deals with Operational Status Reports. It explains the purpose and gives instructions for preparing and submitting these reports. Part 3 covers Operational Support Monitoring Reports. It explains the purpose and gives instructions for preparing and submitting these reports. Send recommended changes, additions, deletions, or new reports and any conflict or duplication of other reports to HQ USAF/XOOOO, 1480 Air Force Pentagon, Washington, D.C. 20330-1480. Commands should supplement this Air Force Manual (AFMAN) instead of repeating instructions in separate directives. Send HQ USAF/XOOOO one copy of directives (to include drafts) that support or implement the AFOREPS. Waiver authority for this manual is HQ USAF/XOO.

(AFRC) This supplement implements and extends the guidance of Air Force Manual (AFMAN) 10-206, 15 June 1997. The AFMAN is printed word-for-word without editorial review. Air Force Reserve supplementary material is indicated by “(AFRC)” in boldface type. This supplement describes Air Force Reserve procedures to be used in conjunction with the basic manual. Upon receipt of this integrated supplement discard the Air Force basic.

SUMMARY OF REVISIONS

Interim change (IC) 97-1 corrects a discrepancy in nuclear related PINNACLE reporting procedures between AFMAN 10-206 and CJCSI 3150.03, Joint Reporting Structure Event and Incident Reports.

(AFRC) This revision updates telephone numbers, office designations and AUTODIN addresses, adds procedures for NORAD notification for applicable units, adds the requirement to log and maintain reports by type, and changes AFRES to AFRC throughout. A * indicates revisions from previous edition.

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PART 1

GENERAL CONCEPTS, POLICIES, AND RESPONSIBILITIES

Chapter 1

INTRODUCTION TO AIR FORCE OPERATIONAL REPORTING SYSTEM (AFOREPS)

1.1. Concept of the AFOREPS. The set of reports that make up the AFOREPS provide HQ USAF and intermediate commands the information necessary for timely operational decisions. Major commands (MAJCOM) will integrate their reporting systems into AFOREPS, thereby allowing easy lateral and vertical transfer of information.

1.2. Reporting Instructions and Principles. The following instructions and principles apply to the AFOREPS:

1.2.1. AFOREPS reports draw information from numerous sources (e.g., personnel, materiel, equipment status, operations and logistics planning, situation monitoring, and intelligence) and give decisionmakers a concise picture of events. The main criterion for inclusion in the AFOREPS system is that the report is essential for command and control of aerospace forces.

1.2.2. Commands with both an Air Force and a joint or combined reporting requirement (e.g., air component commands) should use the AFOREPS report if possible and address to both chains instead of separate reports.

1.2.3. Annually, MAJCOMs will review established operational reports to simplify or eliminate reports. They review new requirements to determine operational necessity or whether other existing sources can accommodate them.

1.3. Command Reporting Responsibilities:

1.3.1. Commanders, operating the command post, are responsible for timely and accurate reporting for all assigned or attached units, as well as units staging through their facilities.

1.3.2. Commanders, operating the command post, will ensure base units' reports are sent to their proper headquarters. Establish procedures to down-channel reports to appropriate units.

1.3.3. MAJCOM, direct reporting unit (DRU), United States Air Force Reserve (USAFR), and Air National Guard (ANG) personnel develop instructions to implement this manual to ensure timely, accurate reporting of information.

1.3.4. Air components will include HQ USAF as an action addressee on AFOREPS.

1.4. Authority and References:

1.4.1. Authority. This manual includes the requirements of the various documents of the Joint Reporting System. Air Force units use it as the primary source for reporting instructions. Later chapters identify reference materials for specific reports.

1.4.2. Emergency Status Codes (ESC). These codes serve as a guide for reporting under emergency conditions. Each chapter reflects the ESC assigned to required report. AFI 37-124, *Management and Control of Information Reports' Requirements* (formerly AFR 4-38) prescribes ESC.

- C1 - Continue reporting, priority. Submit data requirements assigned this category as prescribed or by any means to ensure arrival on the established due dates.
- C2 - Continue reporting, normal. Submit data requirements in this category as prescribed, or as soon as possible after submission of priority reports.
- C3 - Continue reporting, delayed. Submit data requirements as prescribed, but they may be delayed to allow the submission of higher precedence reports. Submit by non-electronic means if possible.
- D - Discontinue reporting. Immediately discontinue reporting data requirements.

1.4.3. **Chapter 5** is exempt from report licensing as defined in AFI 37-124. HQ USAF Report Control Symbol (RCS) numbers follow the title of each report.

Chapter 2

GENERAL REPORTING INSTRUCTIONS

2.1. Security Classification and Downgrading Instructions. AFI 31-401, *Information Security Program Management* (formerly AFR 205-1), provides security classification and downgrading instructions.

2.1.1. Classify reports indicating unit combat readiness status according to AFI 10-201, *Status of Resources and Training System (SORTS)*, (formerly AFR 55-15).

2.1.2. Classify reports containing:

- Information on a combat loss or damage or discussing combat mission results a minimum of SECRET.
- A complete inventory of nuclear weapons of one or more units a minimum of SECRET.
- Information on the deployment of combat aircraft, units, or personnel according to the appropriate deployment plans.
- Unit names and locations associated with a plan according to security instructions.

2.2. Transmitting Reports During Combat or Combat Related Operations. When combat or combat-related operational requirements make speed of delivery paramount, military commanders may modify transmission of classified information as necessary to meet local conditions. (When so doing, commanders will cite in the message "CJCSI 3150.03, Enclosure A, paragraph 4a," as the authority.)

2.3. Flagword JOPREP JIFFY. The flagword JOPREP JIFFY identifies electrically transmitted command post-to-command post messages and operational reports, and notifies communications centers to route a message directly to the command and control facility. The flagword does not indicate a precedence for transmission within communications channels.

2.4. Operating in a Degraded Communications Environment. HQ USAF and MAJCOMs may suspend the submission of selected reports. MAJCOMs will advise HQ USAF immediately of any suspended AFOREPS reports.

2.5. Report Formats. Prepare reports using the specific formats and content information available in AFP 102-2, volume I, and as supplemented by this manual. When AFP 102-2, volume I, does not contain a specific format for the report, use the General Administration (GENADMIN) format with the report's name as the SUBJECT.

2.6. Correction of Reports . Transmit a *Message Change Report* according to AFP 102-2, volume I.

PART 2**OPERATIONAL STATUS REPORTS****Chapter 3****EVENT/INCIDENT REPORT (OPREP-3)(RCS: HAF-XOO(AR)7118)**

3.1. Subject and Purpose. OPREP-3 reports use command and control channels to notify commanders immediately of any event or incident which may attract international, national, US Air Force, or significant news media interest. They do not replace the requirement for more detailed reports such as the *Aircrew/Aircraft Loss Report (LOSREP)*, the *Commander's Situation Report (SITREP)*, and accident or incident investigation reports. Submitting an OPREP-3 report neither changes, nor substitutes for, any report required by other directives. Conversely, submit the applicable OPREP-3 regardless of whether or not the event is being reported through other channels.

3.2. Reference Materials . Chairman Joint Chiefs of Staff Instruction (CJCSI) 3150.03.

3.3. Report Categories. OPREP-3 reports categorize events or incidents according to their nature. Flagwords associated with each category aid prompt transmission, processing, and distribution of the reports by alerting people to their importance. The following flagworded reports make up the OPREP-3 system.

3.3.1. PINNACLE (OPREP-3P) reports provide information to the National Command Authorities, National Military Command Center (NMCC), and appropriate commanders on any incident or event of national level interest which does not require notification using other OPREP-3 reports. This report is not restricted to operational information and covers a wide range of occurrences with actual or potential international repercussions or which could seriously change current operations. Consider an event or incident reportable if it:

- Generates a higher level of military action.
- Causes a national reaction.
- Affects international relationships.
- Causes immediate widespread coverage in news media.
- Is clearly against the national interest.
- Affects current national policy.

NOTE:

Submit an OPREP-3 PINNACLE report if there is any doubt an event or incident is, or could be, of interest to the White House, Department of Defense (DoD), the Joint Staff, or news media.

3.3.2. PINNACLE NUCFLASH (OPREP-3PNF) reports the actual or possible detonation of a nuclear weapon which risks the outbreak of nuclear war. This report has the highest precedence in the OPREP-3 reporting structure. Report any of the following:

- Accidental, unauthorized, or unexplained nuclear detonation or possible detonation.
- Accidental or unauthorized launch of a nuclear-armed or nuclear-capable missile in the direction of, or having the capability to reach another nuclear-capable country.

- Unauthorized flight of, or deviation from, an approved flight plan by a nuclear armed or nuclear-capable aircraft with the capability to penetrate the airspace of another nuclear-capable country.
- Detection of unidentified objects by a missile warning system or interference (experienced by such a system or related communications) that appears threatening and could create a risk of nuclear war.

3.3.3. PINNACLE FRONT BURNER (OPREP-3PFB) reports any pre-conflict occurrence having the potential of escalating into a contingency or general war situation, such as armed attack on or harassment of US forces.

3.3.4. PINNACLE BROKEN ARROW (OPREP-3PBA) reports an accidental event involving nuclear weapons or nuclear components but does not create the risk of nuclear war. Report the following:

- Nuclear detonation.
- Non-nuclear detonation or burning of a nuclear weapon.
- Radioactive contamination.
- Jettisoning of a nuclear weapon or nuclear component.
- Public hazard, actual or implied.

3.3.5. PINNACLE EMPTY QUIVER (OPREP-3PEQ) reports the seizure, theft, or loss of a nuclear weapon or nuclear component.

3.3.6. PINNACLE EMERGENCY DISABLEMENT (OPREP-3PED) reports those operations involving the command disablement or nonviolent disablement of a nuclear weapon.

3.3.7. PINNACLE EMERGENCY EVACUATION (OPREP-3PEV) reports the evacuation of nuclear weapons.

3.3.8. BENT SPEAR (OPREP-3BS) reports those incidents involving nuclear weapons that are of significant interest but are not categorized as *PINNACLE NUCFLASH OR PINNACLE BROKEN ARROW*.

3.3.9. FADED GIANT (OPREP-3FG) reports nuclear reactor and or radiological accidents and incidents. While these events do not involve nuclear weapons, they are of vital interest to all levels of government.

3.3.10. BEELINE (OPREP-3B) reports any incident or event where Air Force level interest is indicated but not requiring *PINNACLE-level OPREP-3* reports. Although the report normally remains within US Air Force channels, commanders may add other addressees, as appropriate to avoid duplicate reporting. HQ USAF may make *BEELINE* information available to agencies outside the Air Force (e.g., NMCC, State Department) based on the situation.

3.3.10.1. (Added-AFRC) Off DZ Airdrop Incident Reporting. An Off DZ Airdrop incident is identified as an OPREP-3 BEELINE (OPREP-3B) reportable incident when criteria contained in AFMAN 10-206 are met.

3.3.10.1.1. (Added-AFRC) Submit a record copy BEELINE report not later than 0700Z following the OFF DZ Airdrop.

3.3.10.2. (Added-AFRC) **Attachment 3** contains specific reporting requirements for Off DZ Airdrops.

3.3.10.3. (Added-AFRC) Later investigation of Off DZ Airdrop incidents may be necessary to determine all the facts; timely collection and reporting of the facts (prior to the crew entering rest, if possible) is critical.

3.3.10.4. (Added-AFRC) When BEELINE criteria is met, submit an additional detailed report of Off DZ Airdrop incidents within seven calendar days.

3.3.10.5. (Added-AFRC) Hurricane Evacuation (HURREVAC). AFMAN 10-206, **Table 3.1.**, rule 11b requires three OPREP-3 BEELINE reports for aircraft evacuation:

3.3.10.5.1. (Added-AFRC) When hurricane/typhoon condition is declared.

3.3.10.5.2. (Added-AFRC) Evacuation stage set (planned or actual) to include evacuation/hangaring plan for all assigned, deployed, or transient aircraft.

3.3.10.5.3. (Added-AFRC) Return to home base.

3.3.10.5.4. (Added-AFRC) Units contact AFRC Air Operations Branch through the Command Center for HURREVAC airlift support requests. AFRC Command Center and AFRC/DOOM (airlift scheduling) have the capability to provide airlift redeployment assistance to AFRC flying units when requested. Use the guidance provided in the basic reporting manual to indicate what type support is needed.

3.3.11. HOMELINE (OPREP-3H) reports incidents or vents which do not merit HQ USAF attention but which are of interest to the MAJCOM. Although these reports are not addressed to HQ USAF, they are part of the AFOREPS program and will use the same basic format. MAJCOMs determine specific reporting requirements and procedures for the *HOMELINE* report. ANG units report *HOMELINE*-level information to ANG Readiness Center, unless federalized or mobilized.

3.3.11. (AFRC) Air Force Reserve Command OPREP-3 *HOMELINE* report requirements and procedures are as follows:

3.3.11.1. (Added-AFRC) Subject and Purpose. Provides specific reporting instructions, report content, and sample reports for the OPREP-3 *HOMELINE*.

3.3.11.2. (Added-AFRC) Use the flagword *HOMELINE* to identify events or incidents of interest only to HQ AFRC.

3.3.11.3. (Added-AFRC) The report is submitted through, and normally remains within, Air Force Reserve Command channels; however, other addresses outside AFRC channels may be added as appropriate.

3.3.11.4. (Added-AFRC) Reporting an incident that seemed significant at the time but later is deemed insignificant will not be criticized. When the event/incident is subsequently determined as not OPREP-3 reportable, make appropriate upchannel notification.

3.3.11.5. (Added-AFRC) Submit *HOMELINE* reports to the AFRC Command Center (HQ AFRC/DOCC). Initiate *HOMELINE* reports as soon as the event or incident becomes known. Do not delay the report to gain additional information.

3.3.11.6. (AFRC) Precedence. Use IMMEDIATE precedence for voice and record reports; however, FLASH may be used if the situation warrants. Submit HOMELINES by the most rapid means available which provides the necessary security protection.

3.3.11.7. (Added-AFRC) Submit voice reports to:

3.3.11.7.1. (Added-AFRC) AFRC Command Center, DSN 497-0680 or 431-3921, commercial (912) 327-0680, or WATS 1-800-223-1784, extension 7-0680. NOTE: AFRC Command Center initiates the voice report to the gaining MAJCOM (as appropriate).

3.3.11.7.2. (Added-AFRC) Wing and NAF (as applicable).

3.3.11.7.3. (Added-AFRC) (AFRC) For 452AMW and 482FW, ensure NORAD includes AFRC Command Center in the conference.

3.3.11.8. (Added-AFRC) Submit record reports to:

3.3.11.8.1. (Added-AFRC) Action: HQ AFRC COMMAND CENTER ROBINS AFB GA/DOCC//.

3.3.11.8.2. (Added-AFRC) Info: NAF/DO/DOOC, Parent Wing/DO/DOC, gaining MAJCOM/DO/DOC (for aircraft related incidents only), others as appropriate.

3.3.11.8.3. (Added-AFRC) For AFRC OPREP-3 HOMELINES only: Units will NOT address HQ USAF/REO on the record report. HQ AFRC/DOCC notifies HQ USAF/REO via other channels.

3.3.11.9. (Added-AFRC) Sample Reports:

3.3.11.9.1. (Added-AFRC) Voice Reports. See [Attachment 4](#) of this supplement.

3.3.11.9.2. (Added-AFRC) Record Reports. Follow reporting guidance provided in AFP 102-2, volume I, *Joint User Handbook for Message Text Formats (JUH-MTF)*, and AFMAN 10-206, *Operational Reporting*.

3.3.11.9.3. (Added-AFRC) Before mobilization, OPREP-3 BEELINE and PINNACLE include information addressees HQ USAF/REO, HQ AFRC/DOCC, appropriate NAF/DO/DOOC, parent wing/DOC, and gaining command/advisory unit/DO/DOC. Post mobilization, AFRC-retained units continue to address HQ USAF/REO, HQ AFRC/DOCC, appropriate NAF/DO/DOOC, and parent wing/DOC.

3.4. OPREP-3 Reports Matrix. The OPREP-3 Reports Matrix ([Table 3.1.](#)) is a quick reference guide to assist users in determining the type of report to submit. **The matrix provides broad guidance and is not all-inclusive.** Judgment on the part of local commanders is essential to proper reporting. Base the level of report on whether or not the event or incident will attract national-level interest or if it is of interest only to HQ USAF or a MAJCOM.

- If national-level interest is indicated, submit an *OPREP-3 PINNACLE*.
- If HQ USAF interest is indicated, submit an *OPREP-3 BEELINE*.
- If only MAJCOM interest is indicated, submit an *OPREP-3 HOMELINE*.

Table 3.1. OPREP-3 Event/Incident Reporting Decision Matrix.

RULE	EVENT/INCIDENT	DETAILS	TYPE REPORT	MINIMUM ADDITIONAL ACTION
1	AIRCRAFT & MISSILE OPERATIONS			
1 A	Aircraft, Missile, and Space Accident	Accident causing civilian casualties or damage to civilian or military property.	PINNA-CLE	See notes 1, 2, 3, 4, 5, & 6.
1 B		Other Class A accidents, combat losses, or missing aircraft.	BEELINE	If aircraft are lost submit LOSREP. See notes 1, 2, 4, 5, & 6.
1 C	Border Violation or Foreign Clearance Violation	Violation of foreign sovereignty by unauthorized entry, failure to comply with international agreements governing air operations, or failure to comply with a foreign clearance.		Comply with Foreign Clearance Guide, as appropriate. See notes 1 & 7.
1 D	Cargo Jettisoning or Dropped Object	Objects dropped from Air Force aircraft if casualties, property damage, or adverse publicity is likely.		See notes 1 & 3.
1 E	CSAF Special Interest	Events seriously affecting accomplishment of an airlift mission or other operation of special interest to the CSAF.		See note 8.
1 F	Aircraft Grounding or Major Flight Restriction	Incidents that may seriously affect a current combat operation or capability (Includes locally initiated or command directed grounding, stand down, or restriction from flight of active inventory weapon systems.)		See notes 1 & 4.
1 G	Hijacking	Any military aircraft, or any civilian aircraft involving military re-sources.	PINNA-CLE	See notes 2, 6 & 10.
1 H	Hostile Action	Any armed attack or harassment against US forces or interest.	PINNA-CLE FRONT BURNER	If aircraft are lost, submit LOSREP. See notes 2, 6, & 10.

RULE	EVENT/INCIDENT	DETAILS	TYPE REPORT	MINIMUM ADDITIONAL ACTION
1 I	Midair Collision	Military/military or military/civilian aircraft incidents.	BEELINE or PINNACLE	Same as rule 1A or 1B above
1 J	Near miss involving civilian/military aircraft	An event/incident that may result in news media coverage and could be prejudicial or embarrassing to USAF.	BEELINE	See note 1.
1 K	New Weapon System	Any event/incident involving a new weapon if the weapon is either controversial or receiving significant congressional or news media interest.	BEELINE or PINNACLE	
1 L	Overwater Navigational Errors	Any incident where an aircraft is notified of overwater navigational errors of 25 nautical miles or more.	BEELINE	See notes 7 & 8.
1 M	Satellite Failure/Malfunction	Failure/malfunction that significantly degrades performance of a satellite.		Include impact on mission accomplishment. See note 5.
1.N	Unscheduled landing of non-allied aircraft at US military bases	Political, military, domestic, and international events, unconfirmed or actual, that may result in an official reaction.	PINNACLE	See note 7.
1 O	Space Vehicle or Ground System	Deliberate or accidental destruction of a space launch vehicle payload.		See note 5.
1 P		Damage to launch or processing facilities which degrade launch capability for six months or more.		
1 Q		Damage/destruction of foreign-owned satellite.		
1 R		Total loss of satellite or ground system.		
1 S		Spacecraft radioactive incident involving international agencies or presenting human danger.		

RULE	EVENT/INCIDENT	DETAILS	TYPE REPORT	MINIMUM ADDITIONAL ACTION
1 T		Any unauthorized attempt to com-mand or harm a satellite.		
1 U	Other	Operational event/incident, unconfirmed or actual, that may result in unusual interest by international, national or local news media.	PINNA-CLE or BEELINE	
2	BOMB THREAT			
2 A	Bomb Threat	Disturbances that may impair operational readiness. Submit bomb threats only when an explosive device is found or an explosion occurs.	BEELINE	See notes 2 & 3.
2 B	Bomb threat in or near a nuclear storage area	Any other significant event involving nuclear weapons which is not categorized as a PINNACLE NUCFLASH or BROKEN ARROW.	BENT SPEAR	See notes 1, 2, 3, 5, 10, & 11. See Rule 7C.
3	CIVIL DISTURBANCE			
3 A	Civil disturbance or disorder	Any disturbance (anti-US demonstration, riot, panic, strike, etc.) against or on an AF facility that may cause national news coverage.	PINNA-CLE	See notes 2, 3, & 6.
3 B		Civil disorders where AF assistance is requested. Include type of assistance requested, purpose, affect on AF mission if granted, duration, capability to provide assistance, and anticipated problems.	BEELINE	Refer to USAF CIVIL DISTURBANCE PLAN 55-2, GARDEN PLOT. See notes 2, 3, & 6.
3 C		Other disturbances that may impair operational readiness.		See notes 2 & 6.
3 D	Diversion of Classified Material	Any DoD convoy of classified material diverted from its destination due to natural disasters, civil disorders, or other emergencies, and requiring temporary storage at an AF installation.		Refer to AFI 32-4001. See note 2. See Rule 3D.

RULE	EVENT/INCIDENT	DETAILS	TYPE REPORT	MINIMUM ADDITIONAL ACTION
3 E	Malicious Acts	Malicious acts resulting in significant damage to resources.		See notes 2, 3, 6, & 12.
3 F	Major Racial Incident	A major racial incident involving death, arson, injury requiring medical confinement, property damage (more than \$500), a group presentation of demands, or defiance of authority.		See notes 2, 3, & 6.
4	COMPROMISE OF CLASSIFIED INFORMATION			
4 A	Compromise of Classified Information	Confirmed/suspected compromise or unauthorized release of any category of US classified information where a foreign government/agent is involved.	PINNA-CLE	Comply with DoD 5200.1R/AFI 31-401 See note 2.
4 B		Confirmed compromise or unauthorized release of TOP SECRET information.	BEELINE	
4	COMPROMISE OF CLASSIFIED INFORMATION			
4 C	Compromise of Classified Information	Confirmed compromise or un-authorized release of any category of classified information that may appear in the news media.	BEELINE	Comply with DoD 5200.1R/AFI 31-401 See note 2.
5	CRIMINAL ACTIVITY			
5 A	Criminal Activity	Serious accidents, crimes, or incidents, involving US military/-civilians that may impact on international relations or create high-level military/political interest.	PINNA-CLE	See notes 2, 6, & 7.
5 B		Serious crimes/incidents that may involve exercise of domestic or foreign jurisdiction over AF personnel/dependents or that may result in extensive news media/-congressional interest.		

RULE	EVENT/INCIDENT	DETAILS	TYPE REPORT	MINIMUM ADDITIONAL ACTION
5 C		Crimes/incidents that may result in news media interest or could be prejudicial or embarrassing to USAF.	BEELINE	See notes 2 & 6.
5 D		Any criminal activity affecting the operational capability of a unit.		See note 2.
5 E		The theft of dangerous material (missile propellants, poisonous chemicals, munitions, toxic corrosive chemicals, explosives, etc.) or environmental pollutant.	PINNA-CLE	See notes 1, 2, 3, 5, & 6.
6	DRUGS			
6 A	Drugs	Report serious incidents of drug abuse (use, sale, illegal transfer, etc.) involving military members or dependents if they meet the following criteria: a. Arrest of a group (10 or more) involved in the sale or transfer of drugs. b. Seizure of drugs, by civil or military agents, both on or off base, with an estimated street value in excess of \$10,000. c. Hospitalization or death of an active duty member because of drug involvement; or if a senior military officer (Lt Col and above), DAF civilian (GS-14 and above), or an AF Academy cadet is involved in the sale, transfer, or use of drugs.	BEELINE	Comply with AFR 30-2. See notes 2, 6, & 10.
7	GROUND ACCIDENTS/INCIDENTS			
7 A	Damage	\$50,000 or more property damage.	BEELINE	See notes 1 & 3.

RULE	EVENT/INCIDENT	DETAILS	TYPE REPORT	MINIMUM ADDITIONAL ACTION
7 B	Dangerous Material Incident	Any loss, escape, or spillage of dangerous material (missile propellants, poisonous chemicals, munitions, toxic corrosive chemicals, explosives, etc.) or environmental pollutant that causes loss of life or endangers any location (threatens destruction of facilities or environmental contamination).	PINNA-CLE	See notes 1, 2, 3, 5, & 6.
7 C	Explosion	Any ammunition or explosive mishap that causes casualties or serious property damage.	BEELINE	See notes 1, 2, 3, & 6.
7 D	Diversion of Convoy (SAFE HAVEN)	Any DoD or DOE motor vehicle convoy of classified or nuclear material, N2O4, or LF2, being diverted from its destination due to natural disasters, civil disorders, or other emergencies, and which requires temporary storage at an AF installation.		Refer to AFI 32-4001. See notes 2, 3, & 5. See Rule 3D.
7 E	Fire	A ground mishap that causes five or more disabling injuries/fatalities; or causes \$50,000 or more in property damage.		See notes 1, 3, & 6.
7 F		Fire that may impair the operational readiness of an AF unit or cause casualties or extensive AF property damage.		
7 G	Weapon Discharge	Deliberate or accidental discharge of a small arms weapon which results in injury or death.		Comply with AFI 31-207. See notes 2, 6, 10, & 11.
8	HOSTILE ACTIONS			
8 A	Attacks	Chemical or biological attack (covert or overt) on or near an AF installation.	PINNA-CLE-FRONT BURNER	See notes 2, 3, 5, 6, 10, & 11.
8 B		Ground/air attack using conventional/nuclear weapons on or near an AF installation.		

RULE	EVENT/INCIDENT	DETAILS	TYPE REPORT	MINIMUM ADDITIONAL ACTION
8 C		Any armed attack or harassment against US forces/interests.	PINNA-CLE	See notes 2, 3, 6, 10.
8 D		Attack or penetration of nuclear storage or alert area.	PINNA-CLEBROKEN ARROW	See notes 2, 3, 5, 6, 11, & 13.
8 E	Capture of Personnel	Any DAF personnel captured by a foreign government.	BEELINE	See notes 6 & 10.
8	HOSTILE ACTIONS			
8 F	Enemy Encounters	a. Enemy encounters of unusual nature or significant size. b. Hostile aircraft overflight.	PINNA-CLE	See notes 2, 6, 7, & 10.
8 G	Degraded Combat Capability or Heavy Losses	Hostilities causing losses to US forces/equipment resulting in degraded combat capability.	PINNA-CLE	See notes 6 & 10.
8 H	Significant Damage	Operations resulting in damage to AF installations.		See notes 1, 2, 3, & 6.
8 I	Potential Terrorist Attack	Any intelligence information that warrants increased state of readiness.		See notes 2, 3, 6, & 10.
9	INJURIES AND DEATHS			
9 A	Code 3 VIP or Higher	Any mishap which results in injury or death of a Code 3 VIP or higher.	PINNA-CLE	See notes 1, 6, & 12.
9 B	General Officer (GO)	An active duty GO dying, reported captured, or declared missing.	BEELINE	See notes 6 & 12.

RULE	EVENT/INCIDENT	DETAILS	TYPE REPORT	MINIMUM ADDITIONAL ACTION
9 C	All Others	<p>a. A ground mishap that causes five or more disabling injuries/fatalities; or causes \$50,000 or more property damage.</p> <p>b. Any <u>duty-related</u> military or civilian fatality resulting from training events, combat/non-combat operational activities/incidents, or accidents/mishaps. Report if the deceased was assigned to DAF or the fatality occurred during a USAF activity or event.</p> <p>c. Death of non-AF GO or admiral on a USAF installation/aircraft; an incumbent squadron or above commander; or Secretary, Deputy Secretary, or Under Secretary of the AF. Death from chronic illness will only be reported for USAF GOs and the Secretaries.</p> <p>d. Death of a retired USAF 4-star GO, CMSAF, or former SECAF.</p> <p>e. Any other USAF-related fatality, regardless of person's rank or circumstance if unusual in nature or newsworthy. In making determinations, evaluate whether the circumstance of the fatality is of such a nature that it could have a mission impact or create unusual interest or reaction by the media or public. When in doubt, REPORT.</p>		See notes 1, 2, 3, 6, & 12.
9	INJURIES AND DEATHS			

RULE	EVENT/INCIDENT	DETAILS	TYPE REPORT	MINIMUM ADDITIONAL ACTION
9 D	Disease	A medical situation involving a marked increase of a disease among AF personnel or any disease incident of potential significance which may prevent mission accomplishment.	PINNA-CLE	See notes 6 & 12.
10	INSPECTIONS			
10 A	Inspections	Unsatisfactory Mission Capability Inspection (MCI), Quality Air Force Assessment (QAFA), Nuclear Surety Inspection (NSI), or Operational Readiness Inspection (ORI).	BEELINE	Include limiting, contributing, and causal factors. See note 6.
11	NATURAL DISASTERS			
11 A	Disasters	An earthquake, flood, hurricane, lightning strike, snow storm, tornado, volcanic eruption, or any other natural phenomenon that may impair the operational capability of any AF activity.	BEELINE	Comply with AFI 32-4001. See notes 3, 6, 9, & 12.
11 B	Aircraft Evacuation	When hurricane/typhoon condition is declared, evacuation stage set (planned or actual) or return to home base.		Include evacuation/hangering plan for all assigned, deployed, or transient aircraft. See note 6.
12	NUCLEAR EVENTS			
12 A	Accident or Incident Involving a Nuclear Weapon	An accidental, unauthorized, or other unexplained incident involving possible detonation of a nuclear weapon by US forces which could create the risk of outbreak of nuclear war.	PINNA-CLE NUC-FLASH	See notes 1, 5, 6, 10, 11 & 14.
12 B		An accidental, unauthorized detonation/possible detonation of a nuclear weapon (not a war risk); non-nuclear detonation or burning of a nuclear weapon, radioactive contamination; or public hazard, actual or implied, due to nuclear weapons.	PINNA-CLE BROKEN ARROW	Comply with AFI 32-4001. See notes 2, 3, 5, 6, 10, 11, & 14.

RULE	EVENT/INCIDENT	DETAILS	TYPE REPORT	MINIMUM ADDITIONAL ACTION
12 C		Any other significant event involving nuclear weapons which is not categorized as a PINNACLE NUCFLASH or BROKEN ARROW.	BENT SPEAR	See notes 2, 5, 6, 11, & 14.
12 D		Operations involving the emergency destruction of nuclear weapons.	PINNA-CLE EMER-GENCY DISABLE MENT	See notes 2, 3, 5, 6, 11, & 14.
12	NUCLEAR EVENTS			
12 E	Accident or Incident Involving a Nuclear Weapon	Operations involving the emergency evacuation of nuclear weapons.	PINNA-CLE EMER-GENCY EVACU-ATION	See notes 2, 3, 5, 6, 10, 11& 14.
12 F	Nuclear Reactor or Radiological Mishap	Any nuclear reactor/radiological mishap that causes casualties, property damage, or significant release of radiological material.	FADED GIANT	See notes 1, 3, 6, 9, & 11.
12 G		Other nuclear reactor/radiological mishaps.		Comply with AFI 32-4001. See notes 1, 3, 4, 6, & 11.
13	POLITICAL EVENTS			
13 A	Aircraft Border Violation	Political, military, domestic and international events, unconfirmed or actual, that may result in an official reaction.	PINNA-CLE	See notes 7 & 10.
13 B		Other political/military implications resulting from unconfirmed or actual events that may result in local reaction/news media coverage.	BEELINE	
13 C	Anti-US Demonstrations	Any disturbance (riot, panic, strike, etc.) against or on an AF facility that may cause national news media coverage.	PINNA-CLE	See notes 2, 6, & 10.

RULE	EVENT/INCIDENT	DETAILS	TYPE REPORT	MINIMUM ADDITIONAL ACTION
13 D	Challenge of US Authority	Incidents where military authority over US military/non-military personnel is challenged (includes exercise of foreign criminal jurisdiction).	BEELINE	See note 7.
13 E	Coups	Report this event if DAF personnel are affected.	PINNACLE	See notes 2, 6, & 7.
13 F	Defections	Report this event if a citizen of any foreign nation attempts to defect to US through an USAF facility.		Comply with AFI 51-704. See note 7.
13 G	Landing of Un-friendly Aircraft	Report non-allied aircraft which make an unscheduled landing at a US military installation.		See note 7.
13 H	Noncompliance with Foreign Clearance Guide (Aircraft Only) or International Agreement	Violation of foreign sovereignty by unauthorized entry, failure to comply with an international agreement governing air operations, or failure to comply with a foreign clearance.	BEELINE	Comply with USAF Foreign Clearance Guide. See note 7.
13 I	Other	Any incident that may arouse Congressional interest. Include any known/expected public reaction in report.	PINNACLE	
13	POLITICAL EVENTS			
13 J		An operational event/incident, unconfirmed or actual, that may result in unusual interest by international, national, or local news media.	BEELINE or PINNACLE	
14	TERRORIST ACTIVITY			
14 A	Hostage Situation	Report this event if any DAF personnel are taken hostage by terrorists.	BEELINE	See notes 1, 2, & 6.

RULE	EVENT/INCIDENT	DETAILS	TYPE REPORT	MINIMUM ADDITIONAL ACTION
14 B	Sabotage	Clandestine activity against USAF resources which would adversely affect the operational capability of any USAF unit. For priority resources see rule 14F.		Comply with AFIs 31-101 & 31-209. See notes 1, 2, & 6.
14 C	Seizure of Nuclear Weapons	Seizure, theft or loss of a nuclear weapon or component.	PINNA-CLE EMPTY QUIVER	See notes 1, 2, 5, 11, & 13.
14 D	Terrorist Attack	Any hostile attack or harassment on USAF installations or personnel.	PINNA-CLE FRONT BURNER	See notes 2, 3, 6, 10, & 13.
14 E	Terrorist Threat Condition Status (THREAT-CON)	Report changes in THREAT-CON status.	BEELINE	See notes 2, 6, & 10. Units are not required to submit this report if the THREAT-CON has been imposed by higher headquarters.
14 F	Covered Wagon	Report all probable or actual hostile incidents involving USAF priority resources.		Comply with AFI 31-101. See notes 2, 6, 10, & 13.

Notes:

1. Comply with AFI 91-404.
2. Make HQ AFSPA KIRTLAND AFB NM//CC// and HQ USAF WASHINGTON DC//SP// addressees.
3. Make HQ USAF WASHINGTON DC//CE// and HQ AFCEA TYNDALL AFB FL//CC// addressees.
4. Make HQ AFMC COMMAND CENTER WRIGHT PATTERSON AFB OH// an addressee
5. Make HQ USAF WASHINGTON DC//XOFS// an addressee.
6. Make HQ USAF WASHINGTON DC//DPXC/PRC// and AFMPC RANDOLPH AFB TX//DPMC/PRC// addressees.
7. Make HQ USAF WASHINGTON DC//XOXI// an addressee.
8. Make HQ USAF WASHINGTON DC//XOFM// and AFFSA ANDREWS AFB MD// addressees.
9. Make AIG 9419 an addressee.
10. Make HQ AMC INTEL CEN SCOTT AFB IL//INO// an addressee.
11. Make AFSA KIRTLAND AFB NM//SN/SNI// an addressee.
12. Make HQ USAF WASHINGTON DC//SV// and AFMW RSA RANDOLPH AFB TX//CC// addressees.

13. Make HQ PACAF HICKAM AFB HI//SP//; HQ USAFE RAMSTEIN AB GE//SP//; HQ ACC LANGLEY AFB VA//SP//; HQ AFSPACECOM PETERSON AFB CO//SP//; HQ AMC SCOTT AFB IL//SP//; HQ AFMC WRIGHT-PATTERSON AFB OH//SP//; HQ AFRES ROBINS AFB GA//SP//; ANGRC ANDREWS AFB MD//SP//; HQ AFSOC HURLBURT AFB FL//SP//; HQ AETC RANDOLPH AFB TX//SP//addressees.

14. Make USCINSTRAT COMMAND CENTER OFFUTT AFB NE// an addressee.

3.4. (AFRC) Use [Attachment 5](#) to assist in determining HOMELINE reportable events/incidents.

3.5. Command Responsibilities . Due to the time sensitivity of OPREP-3 information, report each event or incident as promptly and accurately as possible. If there is doubt, report the event or incident. Units at all levels will develop procedures to quickly obtain and report the key elements of an OPREP-3 report.

3.5.1. (Added-AFRC) Commanders of AFRC host wings and associate units ensure immediate submission of OPREP-3 reports for all significant events/incidents, actual or probable, of a military or political nature which involve or may involve any AFRC activity or personnel.

3.5.2. (Added-AFRC) AFRC units tenanted on bases of other commands ensure AFRC-unique operational reporting requirements are specifically identified to the host through AFI 25-501 or other local agreements. This agreement allows submission of reports, to include AFRC-unique reports, through host command and control channels. The senior commander of AFRC units tenanted on bases of other commands furnishes the host commander details of the event/incident for inclusion in the host commander's OPREP-3 report. This information is also relayed immediately to the AFRC Command Center. Advise the AFRC Command Center whether or not the base command post is providing upchannel reporting.

3.5.3. (Added-AFRC) Units with a command and control element or operations section instead of an established command post upchannel all reports directly to the AFRC Command Center, which then conferences all other necessary command echelons. Initial reporting is via voice followed by record copy within one hour.

3.5.4. (Added-AFRC) Supplement initial reports as additional information becomes available. Dispose of reports according to AFI 37-139, *Records Disposition Schedule*.

3.6. Report Submission. The lowest level of command having knowledge of an event or incident submits the OPREP-3 report.

3.6.1. Air Force units will submit voice reports to the appropriate command center via telephone conference. Normal conference procedures will be unit to MAJCOM to AFOC for BEELINE or Service-level reports (Bent Spear and Faded Giant). Additional conferees will be added as appropriate.

3.6.1. (AFRC) Submit all OPREP-3 HOMELINE, BEELINE, and PINNACLE voice reports through HQ AFRC Command Center, DSN 431-3921 or 497-0680. The AFRC Command Center conferences NMCC, AFOSC, and other MAJCOMS, as required. In the event AFRC Command Center is communication-out, units voice their BEELINE and PINNACLE reports directly to AFOC, DSN 227-6103, commercial (703) 697-6103, or NMCC, DSN 227-6340, commercial (703) 697-6103, as appropriate. Units telephonically back-brief NAFs and wings as soon as possible.

3.6.1.1. Nuclear related reports (PINNACLE) will be immediately voice reported to the NMCC. To contact the NMCC use DSN 851-3840 (primary) or DSN 227-6340 (secondary). Intermediate command centers will be conferenced if time permits and only if it does not cause a delay in the reporting to the NMCC.

Table 3.2. Contacts.

	Primary DSN	Alternate DSN	Commercial
Nonsecure	227-6103	225-2270	(703) 697-6103
STU-III	227-6784	224-6759	(703) 697-6784
Red Switch	228-2300	228-2311	NA

3.6.2. Intermediate levels of command will immediately pass the report to subordinate or lateral commands which need the information.

3.6.3. Rapid reporting is imperative. Do not delay an initial report for lack of information. Use followup reports to provide additional information when it becomes available. Due to the extremely time sensitive nature of the *PINNACLE NUCFLASH* report, transmit these voice reports no later than 5 minutes after learning of the event.

3.6.4. Transmit OPREP-3 reports by the fastest means available consistent with security constraints: usually by nonsecure voice transmission, followed by a confirming record transmission. Transmit reports containing classified or special intelligence information with the proper security precautions. Include the flagword *JOPREP JIFFY* after the classification on all OPREP-3 messages.

3.6.5. Transmit record copy reports within 1 hour of initial voice report. Include information from update voice reports within the first hour of initial voice report in the initial record copy report.

3.6.6. Note that the *OPREP-3 PINNACLE NUCFLASH* takes precedence over all other OPREP-3 reports. Any actual OPREP-3 report takes precedence over all peacetime exercise communications. **Table 3.3.** covers other typical message precedence information.

3.6.7. Transmit during MINIMIZE.

3.6.8. Use the ESC C1 designator - Continue reporting, priority.

3.7. Report Format and Contents:

3.7.1. AFP 102-2, volume I, gives specific format information for OPREP-3 reporting. For the *OPREP-3 BEELINE* and *HOMELINE* reports, use the format contained in AFP 102-2, volume I, *OPREP-3 PINNACLE* Annex, with the flagwords *BEELINE* or *HOMELINE* and the letter "B" or "H" substituted for *PINNACLE* and P, where applicable.

3.7.2. The narrative section of each report must clearly convey the details of the incident. Use **Figure 3.1.** to assist in gathering and reporting incident details.

3.8. Report Numbering . Number OPREP-3 reports consecutively for the calendar year beginning with 001. Subsequent reports for the same incident will add sequential letters to the basic report number (e.g., 002A, 002B). After the number 999, revert to 001 for the next report.

3.9. Exercise Reports. Number exercise reports independently of "real world" reports using the same OPREP-3 formats. Begin exercise reports with 001 at the start of each exercise. Indicate exercise name in the EXER set of each report.

3.10. Followup Reports:

- 3.10.1. Followup reports are essential to keep commanders informed of developing situations and to provide additional details as they are learned.
- 3.10.2. Record copy followup or final reports may contain information previously provided by one or more voice reports. Continue reporting as long as the situation merits. When the immediacy of the OPREP-3 system subsides commanders may use SITREP reporting to provide continuous information. Include a reference to applicable voice and record copy reports in each additional record report.

NOTE:

Advise higher headquarters controllers by voice of the date-time-group of the record copy message as soon as it is available.

3.10.3. (Added-AFRC) In many cases, the HOMELINE report is followed by reports required in other directives. The submission of a HOMELINE does not substitute for or change reports required by other directives. Submit the HOMELINE regardless of whether the event/incident has been or will be reported through other channels.

3.11. Use of Personnel Identification. Do not include the name or social security number (SSN) of individuals in OPREP-3 reports. Rather, provide broad categories (e.g., active duty, reserve, airman, noncommissioned (NCO), officer, dependent). If a report recipient requires names or SSN, request it as an addendum through separate channels.

3.12. Upgrading Reports. If later information indicates a higher-level report, upgrade it (e.g., *HOMELINE* to *BEELINE*). To do this, the reporting unit sends a brief followup report identifying the basic incident and referencing earlier reports. The headquarters primarily addressed on earlier reports will notify higher levels and provide hard-copy reports. Send all followup reports to the proper levels.

Table 3.3. Addressing Record Copy of OPREP-3 Messages. *(This table identifies minimum required offices. Others should be added as situations warrant Precedence is minimum for initial reports. Send followup reports according to urgency of the information.)*

TYPE REPORT	ACTION ADDRESSEES	PRECEDENCE
PINNACLE	MAJCOM COMMAND CENTER AF OPS SPT CTR WASHINGTON DC// JOINT STAFF WASHINGTON DC// J3 NMCC//	FLASH
PINNACLE NUCFLASH		
PINNACLE FRONT BURNER		

TYPE REPORT	ACTION ADDRESSEES	PRECEDENCE
PINNACLE BROKEN ARROW		
PINNACLE EMPTY QUIVER	MAJCOM COMMAND CENTER AF OPS SPT CTR WASHINGTON DC// JOINT STAFF WASHINGTON DC// J3 NMCC// AFSA KIRTLAND AFB NM//SN//	FLASH or IMMEDIATE
PINNACLE EMERGENCY DISABLEMENT	MAJCOM COMMAND CENTER AF OPS SPT CTR WASHINGTON DC// JOINT STAFF WASHINGTON DC// J3 NMCC// DATA UNIT ALBUQUERQUE NM/ / DIR SP WPNS KELLY AFB TX// SWOI//	FLASH
PINNACLE EMERGENCY EVAC- UATION		
BENT SPEAR	MAJCOM COMMAND CENTER AF OPS SPT CTR WASHINGTON DC// JOINT STAFF WASHINGTON DC// J3 NMCC// AFSA KIRTLAND AFB NM//SN// Addressees directed by AFI 91-104	FLASH or IMMEDIATE
FADED GIANT		
BEELINE	MAJCOM COMMAND CENTER AF OPS SPT CTR WASHINGTON DC//	
HOMELINE	MAJCOM COMMAND CENTER	IMMEDIATE

Figure 3.1. Guide for OPREP-3 Event Reporting.**GUIDE FOR OPREP-3 EVENT AND INCIDENT REPORTING**

1. Name and location of unit submitting report.
2. Operation nickname or type of occurrence.
3. Mission identification number.
4. For followup reports, reference to all previous reports.
5. Date, time, and location of event or incident.

6. Analysis of public relations factors involved and estimate of news media reaction.
7. Description of all known facts and circumstances.
 - a. Include the following for events or incidents concerning aircraft, missiles, or satellites:
 - (1) Serial number and type of aircraft, missile, or satellite.
 - (2) Unit.
 - (3) Home base.
 - (4) Mission. (For aircraft, include point of departure and en route stops.)
 - (5) Type of ordnance aboard.
 - (6) Any known circumstances concerning the event/incident or any factor which induced or contributed to an accident or combat loss.
 - (7) Weather conditions at time and place of event or incident (aircraft only).
 - (8) Estimate of casualties.
 - (9) Names of VIP casualties involved.
 - (10) Estimate of property or equipment damage (Air Force, public, or private).
 - (11) Security measures taken (i.e., number and type of personnel used as sentries, unit and base of assignment, etc.). If nuclear weapons are involved, include whether or not a national defense area was established according to AFI 31-101.
 - b. When compromise or suspected compromise of classified information is involved that is not the result of espionage, initially include as much of the following as possible:
 - (1) Description of material involved, including origin (agency and office of primary responsibility), date, subject, classification, category, special marking, etc.
 - (2) Identification of persons and activities involved.
 - (3) Summary of circumstances.
 - (4) Estimated extent of compromise.
 - (5) If Office of Special Investigations (OSI) assistance has been requested.
 - (6) If incident was referred to another component or federal department for

3.13. (Added-AFRC) Logging Reports. Maintain a separate log and file for each type OPREP-3 submitted for each calendar year.

Chapter 4

COMMANDER'S SITUATION REPORT (SITREP) (RCS: HAF-XOO(AR)7123)

4.1. Subject and Purpose. Commanders use the SITREP to inform of significant situations. Use SITREPs to:

- Advise the status of ongoing military, political, or operational situations.
- Advise of critical national or international situations. This may include natural or manmade disasters.
- Report operational problems or limitations and to request assistance.
- Discuss recommended or intended courses of action.

NOTE:

For time sensitive information, submit an OPREP-3. Once the urgency of the situation allows, use the SITREP.

4.2. Reference Materials. Joint Publication 1-03.8.

4.3. Submitted By:

4.3.1. MAJCOMs, and DRUs will submit SITREPs, as required by appropriate operations plans or directives, or when directed by higher headquarters. Submit a negative report if there is no significant information to report, or unless specifically relieved.

4.3.2. Commanders may submit SITREPs whenever they have information which would be of value to others. HQ USAF may also direct SITREP reporting for a particular situation.

4.4. Submitted To:

4.4.1. Reports originated by Chief of Staff, USAF (CSAF):

- At DEFCON 5 or 4:

Action: AIG 933

MAJCOMs

Info: AFMPC RANDOLPH AFB TX//PRC/-DPMC//

Additional addressees, as required

- At DEFCON 3, 2, or 1:

Action: AIG 934

MAJCOMs

Info: Additional addressees, as required

4.4.2. Reports originated by MAJCOMs and DRUs:

Action: AF OPS SPT CTR WASHINGTON DC//

Info: AFMPC RANDOLPH AFB TX//PRC/DPMC//

Additional addresses, as required

4.4.3. Reports originated by commanders of task forces or special operations and unit level commanders:

Action: Parent Joint Command

MAJCOMs

Info: AFMPC RANDOLPH AFB TX //PRC/-DPMC//

Additional addressees, as required

4.5. When Submitted . Unless directed otherwise, include information as of 2359Z. Use the precedence and transmission medium necessary to ensure receipt by CSAF not later than 0200Z the following day.

4.6. How Submitted:

- Use IMMEDIATE or FLASH for record communications.
- Transmit during MINIMIZE.
- Use the ESC C1 designator- Continue reporting, priority.

4.7. Reporting Instruction:

4.7.1. Prepare the SITREP as outlined in AFP 102-2, volume I, SITREP Annex.

4.7.2. Amplify the GENTEXT sections of the SITREP as outlined in **Figure 4.1.**

4.7.3. Number reports on the same event sequentially beginning with 001. (Number exercise reports independently beginning with 001 at the start of each exercise and continuing sequentially until exercise termination.)

Figure 4.1. SITREP Detail by Section.

GUIDE FOR SITREP REPORTING

General - Provide an overall mission review. Include a summary of changes to the location, designation, mission, readiness status, or Change of Operational Control (CHOP) of all assigned or attached forces. Provide any projected requirements for additional forces.

Situation - Provide a brief overall assessment of the situation to include circumstances or conditions which significantly affect the capability and readiness of your available forces.

Operations

²During combat operations, include a brief description and results of both offensive and defensive operations during the reporting period. Also, summarize plans for operations during the next reporting period with objectives and expected enemy reaction. Outline plans to respond to anticipated hostile situations.

- During peacetime operations, include actions taken to deal with the current situation and plans for responding to changes.

- Identify actions or decisions which may be required by higher command levels.

Intelligence and Reconnaissance - Provide a brief overview of the situation, including operations, capabilities, order of battle, threat changes, or any significant intelligence information warranting dissemination via SITREP.

Logistics

²Identify changes to capabilities or deficiencies affecting support for planned operations. Specifically address problem areas beyond the commander's or Service's capability to overcome or alleviate in a timely manner. (Commanders of Air Force components of unified or specified commands and US Air Force units participating in joint or combined operations will ensure logistical problems are forwarded through US Air Force channels for consideration and resolution before introduction into CINC/JCS channels.)

- Report logistical problems by functional area and specify whether quantity, quality, or both, contribute to the problem. Problem areas include, but are not limited to: equipment sufficiency, maintenance, transportation, including specialized shipping and transportation facilities, services, contracting, civil engineering, and supply, such as special project emergency war order and contingency materials, ordnance, and war reserve stocks.
- Do not detail significant logistical problem areas adequately addressed in separate logistic appraisals or in other reports (e.g., Petroleum Damage/Deficiency Report, critical spares report). However, reference applicable reports.

Communications and Connectivity - Identify significant changes to capability including key outages, incompatibilities, quantitative equipment deficiencies, traffic volume, etc.

Personnel - Identify factors affecting the readiness of forces and units and mobilization status. Include daily casualties (i.e., deceased, duty status-whereabouts unknown (DUSTWUN), missing, ill, or injured) using cumulative figures including changes from previously reported figures, impact of casualties sustained (i.e., critical skills, key personnel, etc.) on the commands' mission capability, and noncombatant evacuation operations proposed or implemented.

²Include the following:

- Summary information on personnel deployed to temporary duty (TDY) in support of the operation. Indicate the number by officers, enlisted, and civilians.
- Summary information on data transmission capability/degradation (i.e., communications).
- Personnel problems that exist and how they may or may not affect readiness and mission capability.

NOTE: Include HQ USAF WASHINGTON DC//DPXC//; AFMPC RANDOLPH AFB TX//PRC// and appropriate MAJCOM//DPX or MPX// as information addressees on all SITREPs involving personnel.

Significant Political, Military, and Diplomatic Events - Include events which could result in local, US, or international public reaction; results and decisions of key allied or other foreign government meetings; civil unrest or indications of civil defense measures contemplated or implemented; large-scale military exercises; events emphasizing interests of key segments of the society.

Commander or Service Chief's Evaluation - Summarize key points highlighting areas requiring NCA, the Joint Staff, or Air Staff action or decisions. Also, indicate implementation or intent to implement any Continuity of Operations Plans.

Chapter 5

COMMUNICATIONS INSTRUCTIONS REPORTING VITAL INTELLIGENCE SIGHTINGS (CIRVIS)

5.1. Subject and Purpose. This report provides vital information to the security of the United States and Canada which, in the opinion of the observer, requires very urgent defensive action or investigation by the US and or Canadian Armed Forces.

5.2. Reference Materials. Joint Army, Navy, Air Force Publication (JANAP 146).

5.3. Submitted By. Any Air Force personnel.

5.4. Submitted To:

- Airborne reports: US or Canadian military or civilian communications facility.
- Post-landing reports: Commander in Chief, North American Aerospace Defense Command (NORAD), Cheyenne Mt, Colorado, or HQ Northern NORAD Region, North Bay, Ontario, Canada, whichever is more convenient. If landing outside Canadian or US territories, submit reports through the nearest US or Canadian military or diplomatic representative.

5.5. When Submitted. As soon as possible after the intelligence sighting.

5.6. How Submitted. Reports are normally UNCLASSIFIED but handled as For Official Use Only.

5.6.1. Use the most rapid means of transmission available. For airborne reports use the same procedures as for air traffic control. When pilots cannot establish contact with a ground station, make maximum effort to relay the report via other aircraft.

5.6.2. To avoid delays while airborne, repeat the word CIRVIS three times before the message to preempt all other communications (except distress and urgency). If this fails to clear the frequencies, use the International Urgency Signal "PAN" spoken three times. For the ground relay of airborne reports or post-landing reports, use FLASH precedence.

5.6.3. Transmit during MINIMIZE.

5.6.4. Use the ESC C1 designator- Continue reporting, priority.

5.7. Reporting Instructions:

5.7.1. Facilities receiving CIRVIS reports will rapidly process and forward them as prescribed by JANAP 146.

5.7.2. Report all unidentifiable, suspicious, or hostile traffic (land, aerospace, or seaborne) which, because of its nature, course, or actions, considered a threat to the security of the United States or Canada. Such reporting extends the early warning defense system for the United States and Canada. There are five types of CIRVIS reports:

- Issue initial CIRVIS reports while airborne (or as warranted, upon landing).
- Issue post-landing CIRVIS reports if airborne reports made.

- Issue followup CIRVIS reports by anyone with additional information about an earlier report (refer to the initial report).
- Issue cancellation CIRVIS reports once sightings are positively identified as friendly or determined it was erroneously reported.
- Submit evaluation CIRVIS reports to each addressee of the above CIRVIS reports. Promptly submit evaluation reports to keep all interested parties fully informed.

5.7.3. Report the following specific sightings:

- Hostile or unidentified aircraft which appears directed against the United States, Canada, or their forces.
- Missiles.
- Unidentified flying objects.
- Hostile or unidentified military surface vessels or submarines.
- Any other individual surface vessels, submarines, or aircraft of unconventional design engaged in suspicious activity, observed in an unusual location, or on a course which may threaten the United States, Canada, or their forces.
- Any unexplained or unusual activity which may indicate a possible attack against or through Canada or the United States (includes the presence of any unidentified or suspicious ground parties in remote or sparsely populated areas, including the polar region).
- Unlisted airfields, facilities, weather stations, or air navigation aids.

5.7.4. Make every effort to document sightings with as many photographs as possible. Send undeveloped film or prints and negatives, with a brief written report and other identifying information to the Director of Naval Intelligence, Department of the Navy, Washington, DC 20305. The Department of the Navy will process the film and return one copy of each print and a roll of new film to the individual.

5.7.5. Use **Figure 5.1** to gather and report specific sighting details.

Figure 5.1. Communications Instructions Reporting Vital Intelligence Sightings (CIRVIS).

GUIDE FOR CIRVIS REPORTING

The CIRVIS report is a narrative report explaining the sighting. A specific format is not required. Provide as much specific detail as possible to aid decision makers in responding to the sighting. Include the following information if possible along with any other information which may be significant:

1. CIRVIS report identification.
2. Identification of the object(s) sighted.
 - a. For identifiable objects, include number and identification of the aircraft, vessel, missile, or individuals seen.

- b. For unidentifiable objects, give a description including shape, size (compared to a known object e.g., pea, silver dollar, baseball, basketball, fighter aircraft, or C-5), number and formation, any discernible features or details (e.g., color, trail or exhaust, sound).
- c. Include any observed identification (e.g., insignia, lettering, flags).
- 3. The position of the object. Include the date and time (GMT) of the sighting. This can be indicated by any of the following methods:
 - a. Latitude and longitude.
 - b. Over a radio fix.
 - c. True bearing and distance from a radio fix.
 - d. Over a well-known or well-defined geographic point.
- 4. Description of the course of the object:
 - a. Altitude.
 - b. Direction of travel.
 - c. Speed.
 - d. Description of flightpath and maneuvers.
 - e. What first called attention to the object.
 - f. Angle or elevation and azimuth when first observed.
 - g. How long was the object visible.
 - h. Angle or elevation and azimuth upon disappearance.
 - i. How did the object disappear.
- 5. Manner of observation.
 - a. State how observed: ground-visual, ground-electronic, air-visual, air-electronic. (If electronic, specify system).
 - b. Were optical aids (telescope, binoculars, etc.) used?
- 6. Conditions when sighting the object.
 - a. Location of observer. (Use latitude/longitude, a named geographic landmark, or other logical references.) If the sighting is made while airborne, include type of aircraft, identification number, altitude, heading, speed, and home station.
 - b. Light conditions (use one of the following terms: night, day, dawn, dusk).
 - c. Weather conditions (ceiling, visibility, clouds, thunderstorms, temperature, winds, etc.).
- 7. Interception or identification action taken (if feasible, complying with existing directives).
- 8. Location, approximate altitude, and general direction of flight of any air traffic or balloon releases in the area which could possibly account for the sighting.
- 9. Preliminary analysis of the possible cause of the sightings.

10. Existence of physical evidence, such as materials and photographs.
11. Name, organization, and means of contacting the reporting individual.

Chapter 6

AIRCREW/AIRCRAFT LOSS REPORT (LOSREP) (RCS: HAF-XOO(AR)7113)

6.1. Subject and Purpose. The LOSREP provides follow-on information (after an OPREP-3) on the loss of aircrews or aircraft. Submit the LOSREP for both combat and peacetime losses.

6.2. Reference Materials. Not used.

6.3. Submitted By. The unit with the operational or mission control of the lost aircrew and aircraft. (**EXCEPTION:** When a loss occurs while on temporary duty (TDY) in, or transiting through, an overseas geographical area, the overseas air commander submits the report.)

6.4. Submitted To: Action:CSAF WASHINGTON DC//

AF OPS SPT CTR WASHINGTON DC//

MAJCOM Command Center for area of operations where loss occurred.

Parent MAJCOM Command Center of the aircrews and aircraft.

Info:AFSA NORTON AFB CA//

AFEOSC FT RITCHIE MD//

AFMPC RANDOLPH AFB TX//PRC/DPMC//

Other logical addressees

6.5. When Submitted:

6.5.1. Transmit the initial LOSREP when an aircraft is determined to be damaged beyond repair or not later than three hours after the initial OPREP-3 reporting the loss.

6.5.2. Submit follow-on reports as additional information becomes available or if the status of a loss changes.

6.5.3. Conclude reporting with a final LOSREP summarizing all available information.

6.6. How Submitted:

6.6.1. Classify according to content, using a minimum of SECRET for combat losses.

6.6.2. Note the method of transmission is: Automatic Digital Network (AUTODIN) or Defense Digital Network (DDN).

6.6.3. Use the following Precedence for the type of report indicated:

- Initial report: IMMEDIATE.
- Follow-on reports: PRIORITY.

6.6.4. Transmit during MINIMIZE.

6.6.5. Use the ESC C1 designator - Continue reporting, priority.

6.7. Reporting Instructions:

- Report the initial loss with an *OPREP-3 Event/Incident Report*.
- Use GENADMIN format in AFP 102-2, volume I, providing information contained in **Figure 6.1** and **Figure 6.2**.
- Indicate type of loss (i.e., combat, operational, or training).
- Reference the applicable OPREP-3 in the initial and followup LOSREPs.
- Reference the original LOSREP in follow-on reports.
- that the LOSREP is an operational report, separate from the safety investigation reports of AFI 91-204, Investigating and Reporting Mishaps.

Figure 6.1. LOSREP Details.**Information for Aircrew/Aircraft Loss Report (LOSREP)**

- A. Identify report type (initial, follow-on, or final).
- B. Type loss (operational, combat, or training).
- C. Aircraft identification:
 - C1. Model, design, and series.
 - C2. Serial number.
 - C3. Mission number.
 - C4. Call sign (position in flight of aircraft and number of aircraft in flight; e.g., number 3 in flight of 4).
 - C5. Operational base.
 - C6. Aircraft assignment (command, numbered air force, wing, squadron).
- D. Time and location of loss. (Include date and time (GMT). Indicate location by latitude and longitude:
 - D1. Time and location when battle damage occurred (if applicable).
 - D2. Time and location when aircraft was downed, lost, or crashed.
 - D3. Time over target (operational, combat, or training mission) if applicable.
- E. Aircrew identification and status for each crewmember:
 - E1. Name and crew position.
 - E2. Rank.
 - E3. SSN.
 - E4. Organization.
 - E5. Station. (Home and deployed base, if applicable.)
 - E6. Status. (Recovered, DUSTWUN, missing, ill, or injured.)
 - E7. Number of months, combat missions flown, in the combat zone.

F. Mission and target information:

F1. Type mission (close air support, strike, armed reconnaissance, etc.).

F2. Type target. If under Forward Air Controller (FAC) control, include FAC call sign.

F3. Target location by latitude and longitude.

F4. Target area weather, day or night. Include weather where aircraft was hit, if not over the target. If a night loss, state whether or not attack was made under flare light.

F5. Target area defenses. (Report actual defenses encountered.)

F6. Electronic warfare (EW) environment in target area.

G. Tactics:

G1. Cause of loss (bird strike, aircraft malfunction, ground fire, missiles, etc.).

G2. Altitude above ground level when problem occurred.

G3. Aircraft attitude when problem occurred.

G4. Speed when problem occurred.

G5. Basic maneuver or type weapons delivered to include dive angle. Report pass number when problem occurred and previous passes on same target by other aircraft of same flight, or within previous 30 minutes by any aircraft.

G6. Effect of target area defense on tactics.

G7. Effect of target area weather on tactics.

G8. Effect of rules of engagement on tactics.

G9. Number and type weapons carried when problem occurred. Include number and type ECM pods carried and their status (operative or inoperative).

G10. Disposition of ordnance. Type ordnance being delivered when problem occurred, ordnance jettisoned, retained, etc.

G11. Relevant communications from crewmembers not recovered or from others in the area.

H. Rescue information:

H1. Ejection and chute information.

H2. Environment at rescue site (terrain, enemy activity, etc.).

H3. Agency directing search and rescue (SAR).

H4. Extent of SAR effort.

H5. Date and time (GMT) of successful SAR effort and Service accomplishing recovery.

H6. When and why SAR efforts terminated.

I. Remarks. Include any other essential information to provide complete history of aircrew and aircraft loss.

Figure 6.2. Sample LOSREP.

SAMPLE LOSREP

(CLASSIFICATION) JOPREP JIFFY

MSGID/GENADMIN/1 FW/006//

SUBJ/LOSREP//

REF/A/OPREP-3P/1 FW/021840Z APR 92//

NARR/

A. INITIAL LOSREP.

B. COMBAT LOSS.

C. AIRCRAFT IDENTIFICATION.

C1. F15C.

C2. 85-0130.

C3. RF449G.

C4. WACO 41, NR 1 IN FLIGHT OF 4.

C5. DHAHRAN AIR BASE, SA.

C6. CENTAF, NA, 4404 CW, 71 FS.

D. TIME/LOCATION OF LOSS

D1. 021805Z APR 92 AT 29-00N 48-15W

D2. 021808Z APR 92 AT 28-40N 48-00W.

D3. 021803Z APR 92.

E. AIRCREW IDENTIFICATION/STATUS

E1. JOHNS, JOHN J./AIRCRAFT COMMANDER.

E2. MAJOR.

E3. 149-26-3885FR.

E4. 71 FS.

E5. LANGLEY AIR FORCE BASE.

E6. RECOVERED, UNINJURED.

E7. 3 MONTHS/52 MISSIONS.

F. MISSION/TARGET INFORMATION.

F1. ARMED RECONNAISSANCE.

F2. COASTAL FREIGHTER - NOT UNDER FAC CONTROL.

F3. 29-30N 48-20W.

F4. SCATTERED CLOUDS AT 5000FT - 12 MILES VISIBILITY. NIGHT - FLARES NOT USED.

F5. AUTOMATIC WEAPONS/37MM CANNON ON BOARD FREIGHTER.

F6. NONE.

G. TACTICS.

G1. PROBABLE AUTOMATIC WEAPONS FIRE. HITS IN ENGINE AREA CAUSED FLAMEOUT APPROX 3 MINUTES AFTER HITS.

G2. APPROX 700 FT.

G3. LEFT CLIMBING TURN.

G4. 450K.

G5. RECOVERING FROM STRAFING RUN AT 20 DEGREE DIVE ANGLE, PASS NR 2, NO PREVIOUS PASSES ON TARGET.

G6. NONE.

G7. NONE.

G8. NONE.

G9. 2,000 ROUNDS 20MM. NO ECM PODS.

G10. REMAINING ROUNDS CRASHED WITH AIRCRAFT

G11. N/A

H. RESCUE INFORMATION.

H1 GOOD EJECTION AND CHUTE.

H2. OPEN SEA -NO ENEMY ACTIVITY.H3. CROWN AIRBORNE RESCUE COMMAND POST.

H4. 1 MH-60 HELICOPTER FOR RECOVERY, 4 F-15 (CHICAGO FLT), FOR RESCAP.

H5. RECOVERY MADE AT 021838Z APR 92 BY USAF MH-60.

H6. N/A.

I. REMARKS. WHILE RECONNING TARGET, PILOT FELT THUMP UNDER AFT SECTION. NOTICED DROP IN HYD PRESSURE. FIRE WARNING LIGHT CAME ON. SMOKE IN COCKPIT FORCED EJECTION.//

DECLAS/OADR//

PART 3**OPERATIONAL SUPPORT MONITORING REPORTS****Chapter 7****AIRCRAFT/MISSILE MAINTENANCE PRODUCTION COMPRESSION REPORT (AMREP)
(RCS: HAF-LGX(AR)7109)**

7.1. Subject and Purpose. The AMREP provides to HQ USAF and operational commands information on normal production schedules to use in contingency planning. It depicts the latest progress of maintenance scheduled on specified aircraft and missiles under AFMC's jurisdiction.

7.2. Reference Materials. AFI 21-102, *Depot Maintenance Management* (formerly AFR 66-3).

7.3. Submitted By. Air Force Materiel Command (AFMC).

7.4. Submitted To:

Action:AF OPS SPT CTR WASHINGTON DC//

HQ AFMC WRIGHT-PATTERSON AFB OH//LGDS//

HQ ACC LANGLEY AFB VA/LGXYR//

HQ AMC SCOTT AFB IL//LGF//

HQ PACAF HICKAM AFB HI//LGMW/-LGMM//

HQ USAFE RAMSTEIN GE//LGM/LGW//

HQ AFRES DOBBINS AFB GA//LGMA//

HQ ANG ANDREWS AFB MD//LGM//

HQ AFEO SC FT RITCHIE MD/LGXX//

7.5. When Submitted:

7.5.1. At DEFCONs 4 and 5, submit the report as of 1500Z the second workday after the 15th of each month and the second workday after the last calendar day of each month. Submit the report not later than 2300Z.

7.5.2. At DEFCON 3 or higher, submit daily reports as of 1500Z not later than 2300Z.

7.5.3. HQ USAF may direct different times and frequencies.

7.6. How Submitted:

7.6.1. Submit the report via AUTODIN. Use PRIORITY precedence during normal readiness and IMMEDIATE precedence during exercises, alerts, and increased readiness.

7.6.2. Transmit during MINIMIZE.

7.6.3. Use the ESC C1 designator - Continue reporting, priority.

7.7. Reporting Instructions:

- 7.7.1. Include all air vehicles possessed or temporarily on loan to DBOF-T by AFMC but assigned to operational commands.
- 7.7.2. Include information on normal and compressed maintenance production schedules.
- 7.7.3. Use an exercise data base during Joint Staff or US Air Force command post exercises (CPX). Use the start exercise (STARTEX) "as of" date from the EXPLAN for the data base.

Chapter 8

ITEMS OF SPECIAL INTEREST REPORT (RCS: HAF-LGX(AR)7124)

8.1. Subject and Purpose. *Items of Special Interest Report* provides each headquarters, command, supporting agency, and base a means to manually report inventory and consumption data on special interest logistics items when they can not use automated systems. This report is for short-term contingencies, emergencies, or exercises. Use the Combat Supplies Management System for long-term reporting.

8.2. Reference Materials . Not used.

8.3. Submitted By. See [Table 8.1](#).

8.4. Submitted To. See [Table 8.1](#).

8.5. When Submitted. As directed by HQ USAF/LGXX or AFEOSC/LRC. MAJCOMs and numbered air forces (NAF) may implement this report to support a contingency or exercise. Notify HQ USAF/LGXX upon implementation.

NOTE:

Be prepared to change items reported and item designations if HQ USAF/LGXX implements Items of Special Interest Report. The headquarters which initiates the reporting will terminate it.

8.6. How Submitted:

8.6.1. Transmit reports via AUTODIN or DSN. The report format, with base and item designator and corresponding columns, permits nonsecure telephone communications as a last resort. Do not refer to bases or items by name.

8.6.2. Note that HQ USAF/LGXX will provide implementing instructions based on contingency and/or exercise requirements.

8.6.3. Transmit during MINIMIZE.

8.6.4. Use GENADMIN message format according to AFP 102-2, volume I.

8.6.5. Use the ESC C1 designator - Continue reporting, priority.

8.7. Reporting Instructions. Implementing instructions must state the following:

- Reporting commands and agencies.
- Report recipients.
- Reporting method.
- Report classification.
- Base designator (numerical designator assigned by LGXX).
- Items reported (LGXX assigned item designator).
- Report timing.

- How often to submit the report.
- As of time.
- Report not later than time.

8.7.1. Note that the first report is a complete list of all designated items showing the quantity on hand at each base. Later reports show changes. "No change reports" are required.

8.7.2. Use six columns for this report. Designated columns as follows:

- A, Beginning balance.
- B, Receipts.
- C, Expenditures (consumed).
- D, Shipped.
- E, Ending balance.
- F, Remarks.

8.7.3. Inform HQ USAF/LGXX at once of any actual or suspected item designator compromise.

Table 8.1. Items Of Special Interest Reporting Guidance.

Submitted By:	Submitted To:	When Submitted:	Actions:
Unit Commanders	Intermediate Commands//LGXX//	When directed	
Intermediate Commanders	Parent MAJCOMs//LGXX//		Submit consolidated report
MAJCOMs	HQ USAF WASHINGTON DC//LGXX//		
CONUS NO-RAD Region (CONR) units	11 AF Elmendorf AFB AK//LGXX//		See OPlan 3000
CONR Battle Staffs	HQ ACC LANGLEY AFB VA//LGXX//		
HQ ACC	Action: HQ USAF WASHINGTON DC//LGXX// Info: NORAD PETERSON AFB CO/ /		Submit consolidated reports
Units deployed to Canadian NORAD region	11 AF Elmendorf AFB AK//LGXX//	Before OPlan 3000 execution	
Units deployed to Canadian NORAD region	HQ ACC LANGLEY AFB VA//LGXX//	After OPlan 3000 execution	
Units deployed to Alaskan NO-RAD region	Parent Command//LGXX//	Before OPlan 3000 execution	

Submitted By:	Submitted To:	When Submitted:	Actions:
	11 AF Elmendorf AFB AK//LGXX//	After OPlan 3000 execution	

Chapter 9

BULK PETROLEUM CONTINGENCY REPORT (REPOL) (RCS: HAF-LGS(AR)7108)

9.1. Subject and Purpose. This report provides CSAF, MAJCOMs, and Service Control Points with summary information on damage and deficiencies which affect bulk petroleum supplies, storage, and distribution systems. HQ USAF consolidates information and sends the Air Force REPOL to the Joint Staff. REPOL reports provide national level decision-makers information necessary to assess damage and reconstitute forces.

9.2. Reference Materials. AFI 23-201, *Fuels Management* (formerly AFR 144-1).

9.3. Submitted By:

9.3.1. Individual units.

9.3.2. MAJCOMs (consolidate unit data).

9.3.3. Air component commanders of unified, specified, or combined commands report to HQ USAF for bases under their control where US Air Force has fuel supply responsibility.

9.4. Submitted To:

9.4.1. Individual units submit message to:

Action: MAJCOM//LGXX//

Info:As required

9.4.2. MAJCOMs:

Action: HQ USAF WASHINGTON DC//LGXX//

DET 29 SA-ALC CAMERON STA VA//SFM//

As required

Info:AFEOSC FT RITCHIE MD// LGXX//

DFSC CAMERON STA VA //DFSC-OE//

As required

9.5. When Submitted:

9.5.1. Under any of the following conditions:

- Automatically upon declaration of DEFCON 1.
- When directed by HQ USAF or Joint Staff.
- Following an attack or peacetime disaster.

9.5.2. Once activated, submit the report every 48 hours as of 2000Z, unless otherwise directed. Number reports sequentially beginning with 001.

9.6. How Submitted:

- 9.6.1. Classify according to content.
- 9.6.2. Transmit via AUTODIN.
- 9.6.3. Use IMMEDIATE precedence.
- 9.6.4. Transmit during MINIMIZE.
- 9.6.5. Use the ESC C1 designator - Continue reporting, priority.

9.7. Reporting Instructions. AFI 23-201 contains additional information. Use GENADMIN format according to AFP 102-2, volume I.

Chapter 10

MANPOWER AND EQUIPMENT FORCE PACKAGING (MEFPAK) SYSTEM (RCS: HAF-LGX(Q)7301, LOGDET; RCS: HAF-PER(AR)7301, MANFOR)

10.1. Subject and Purpose. The MEFPAK system standardizes procedures to describe the characteristics of Air Force forces available for operation planning. MEFPAK consists of two subsystems: Manpower force packaging subsystem (MANFOR) and logistics force packaging subsystem (LOGDET) provides:

- Detailed planning data for use by Air Force units in mobility planning.
- Standard formats for communicating manpower planning detail among the MAJCOMs.
- Capability for use in MAJCOM operation planning systems.
- A baseline for communication of logistic data among the MAJCOMs.
- Comprehensive mobility planning data for use by HQ USAF and the MAJCOMs.
- An interface with the Joint Operation Planning and Execution System and Joint Deployment System.
- At execution, supporting and supported commands will modify deploying units' planned item detail based on assets and facilities in at receiving locations.

10.2. Reference Materials:

- 10.2.1. AFI 10-401, *Operation Plan and Concept Plan Development and Implementation* (formerly AFR 28-3).
- 10.2.2. AFM 28-626, *Contingency Operations/Mobility Planning and Execution (COMPES)*.
- 10.2.3. AFM 28-740, volumes 1, 2, and 3, *War Planning, Functional User Support Manual for the Contingency Operation/Mobility Planning and Execution System*.

10.3. Submitted By . MAJCOMs and FOAs designated as MEFPAK-responsible deployable UTCs commands.

10.4. Submitted To:

- 10.4.1. MANFOR:
AFWMPRT/CM
Site R, Room 3A53
Ft Ritchie, MD 21719-5010
- 10.4.2. LOGDET:
HQ USAF/LGXX (LRC)
1030. Air Force Pentagon
Washington DC 20330-1030

10.5. When Submitted:

10.5.1. Submit MANFOR and LOGDET reports for newly established deployable force elements and UTCs to the agencies listed in paragraph 10.4. at UTC registration.

10.5.2. At least quarterly, review and update all force elements and UTCs .

10.5.3. Submit MANFOR and LOGDET reports to arrive not later than the first duty day of March, June, September, and December. Negative reports are required from all MEFPAC commands.

10.6. How Submitted:

10.6.1. Classify according to content.

10.6.2. For the method of transmission, submit MEFPAC reports by mail in WWMCCS standard type format, or through WIN in the formats described in AFM 28-626 and AFM 28-740, volume 3.

10.6.3. Transmit during MINIMIZE when required for execution planning.

10.6.4. Use the ESC C1 designator - Continue reporting, priority.

10.7. Reporting Instructions. AFI 10-401 outlines procedures for UTC development, maintenance, and reporting of MEFPAC information.

Chapter 11

LOGISTICS FEASIBILITY ANALYSIS CAPABILITY (LOGFAC) (RCS: HAF-LGX(A)8001)

11.1. Subject and Purpose. Provides data on war consumables (munitions; tanks, racks, adapters, and pylons (TRAP); chaff; guns and gun barrels; etc.) necessary for calculating wartime requirements and to answer "what if" questions on the support of forces during crisis or planning situations.

11.2. Reference Materials:

11.2.1. AFM 28-6, *Contingency Operations/Mobility Planning and Execution (COMPES)*.

11.2.2. AFM 28-740, volume 5, *Contingency Operation/Mobility Planning and Execution System (COMPES) Logistics Module-Base Level (LOGMOD-B): A200/ZG, Users Manual*.

11.3. Submitted By. MAJCOMs, CENTAF, and SOUTHAF.

11.4. Submitted To: Action: HQ AFMC WRIGHT-PATTERSON AFB OH// XPOX//

Info: AFCOS WASHINGTON DC//CAT-LRC//

11.5. When Submitted. Submit changes as they occur. Review and update files annually according to [Table 11.1.](#)

Table 11.1. LOGFAC Report Submission Matrix.

Report File	MAJCOM TO AFMC	AFMC TO HQ USAF
WARCONFAC	22 June	25 June
BASX	15 January	20 February
DODX	15 June	1 July
MISP	15 January	20 February
PARTS	15 June	1 July
WCDO	15 June	1 July

11.6. How Submitted:

11.6.1. Classify according to content.

11.6.2. Transmit using WWMCCS Intercomputer Network (WIN) or AUTODIN.

11.6.3. Use ROUTINE precedence.

11.6.4. Use the ESC C2 designator - Continue reporting, normal.

11.7. Reporting Instructions . Transmit during MINIMIZE.

Chapter 12

MEDICAL REPORT FOR EMERGENCIES, DISASTERS AND CONTINGENCIES (MEDRED-C) (RCS: HAF-SGH(AR)8602)

12.1. Subject and Purpose. Provides information on USAF Medical Service units' operational readiness status, availability, and or patient care activities for units alerted for contingency operations (actual, exercise, or simulation). Reports applies to medical units influenced by unusual occurrences (e.g., natural disasters or other emergencies).

12.2. References Material. AFI 41-106, *Medical Readiness Planning and Training* (formerly AFR 160-25).

12.3. Submitted By. Medical units (including component medical commanders) with or without air transportable clinic equipment packages.

12.4. Submitted To: Action:Unit's parent MAJCOM//SG/CAT//

Gaining MAJCOM// SG/CAT//

Info:HQ USAF WASHINGTON DC//SGHR-MRC//

AFEOSC FT RITCHIE//SG//

MAJCOM Alternate HQ

375. AAW SCOTT AFB IL//SG// (For Aeromedical Evacuation reports only)

Supported Theater Component Surgeon (CONUS to Overseas deployments only)

Other addressees as determined by parent and/or gaining MAJCOM contingency reporting guidance directives.

12.5. When Submitted:

12.5.1. Section A (Status Change) (See [Figure 12.1.](#)).

- Immediately, but not later than 2 hours after receiving an alert order, a declaration of change in DEFCON, or a subsequent change in alert status.
- As necessary, to provide a status report on completed actions under a previously declared stage of alert.
- As directed, by higher headquarters or as dictated by actions required by a particular stage of alert.
- When a natural disaster or other emergency (e.g., tornado, terrorist bombing, civil disturbance, fire) affects a medical unit's normal operations.

12.5.2. Section B (Deployment). The unit's parent fixed facility submits the report after deployment of a mobility unit or asset. Units without mobility missions do not submit Section B.

12.5.3. Section C (Employment Status):

- Once operational at employment location.

- Daily as of 2359 local.
- Upon a change of 25 percent in any element of the original report.
- Update status when appropriate or as required.

If the medical unit comes under the influence of an unusual occurrence such as a natural disaster, fire, or bomb explosion. Continue reporting daily until higher headquarters directs.

12.6. How Submitted:

12.6.1. Classify according to content. Mark unclassified reports "FOR OFFICIAL USE ONLY" and transmit Encrypt for Transmission Only (E F T O).

12.6.2. Transmit via AUTODIN.

12.6.3. Transmit during MINIMIZE.

12.6.4. Use the ESC C1 designator - Continue reporting, priority.

12.7. Reporting Instructions. Report each item as a separate line.

Figure 12.1. MEDRED-C Details.

GUIDE FOR MEDRED-C REPORTING

Section A--(Status Change Section)

1. Line A1: Nature and effective date and time of status change.
2. Line A2: Number, name, and location of parent fixed facility and geographical location from which the alerted unit, flight, or element will deploy.
3. Line A3: Identity of facility alerted and/or unit type code (UTC) alerted for deployment.
4. Line A4: Planned employment location and estimated time of arrival (ETA).
5. Line A5: Identification of appropriate OPlan, disaster or Contingency Plan (CONPlan), or operation name.
6. Line A6: Narrative Remarks. Provide as complete a description of the situation and mission to be performed as possible.

Example: Section A--Report

(CLASSIFICATION)/JOPREP JIFFY/OPERATION (OR EXERCISE) NAME

SUBJ: MEDRED-C, SECTION A REPORT

A1. DEPLOYMENT ALERT EFFECTIVE 051500Z APR 92.

A2. 1FW HOSPITAL, LANGLEY AFB VA.

A3. 50-BED ATH, UTCS FFGKA, FFGK2, FFGK4, FFGK5, FFGK6, FFGK7.

A4. RAF MILDENHALL, UK, ETA: 081200Z APR 92.

A5. CINCUSAFE OPLAN 100-75, EAST ANGLIA EARTHQUAKE.

A6. MISSION TO PROVIDE MEDICAL ASSISTANCE TO CASUALTIES IN DISASTER AREA.

Section B--(Deployment Section)

1. Line B1: Number, name, and location of parent fixed facility and geographical location from which the alerted unit, flight, or element was deployed.

2. Line B2: Identify of unit and UTCs deployed.

3. Line B3: Planned employment location of deploying unit and ETA.

4. Line B4: Identification of OPlan, CONPlan, disaster plan, or operation name.

6. Line B6: Narrative Remarks. Make a general assessment of the situation including any deviation from information reported in previous messages or in the normal composition or size of deployed element. Identify anticipated limiting factors.

Example: Section B--Report

(CLASSIFICATION)/JOPREP JIFFY/OPERATION (OR EXERCISE) NAME

SUBJ: MEDRED-C, SECTION B REPORT

B1. 1FW HOSPITAL, LANGLEY AFB VA.

B2. 50-BED ATH (FFGKA, FFGK2, FFGK4, FFGK5).

B3. RAF MILDENHALL, UK, ETA: 081200Z APR 92.

B4. CINCUSAFE 100-75, EAST ANGLIA EARTHQUAKE.

B5. UNIT DEPLOYED 071300Z APR 92.

B6. UNIT TO SUPPORT EAST ANGLIA EARTHQUAKE VICTIMS. UNIT DEPLOYED SHORT TWO AFSC 90250s AND ONE AFSC 9736. HAVE REQUESTED PERSONNEL TO COVER SHORT-FALLS THROUGH PERSONNEL CHANNELS.

Section C--(Employment Status and Workload Section)

1. Line C1: Identity and type of unit.

2. Line C2: Report the exact employment location giving the name of the town, military site, state, country, etc.. If not known, indicate distance and direction from nearest town or city.

3. Line C3: Report the time (GMT) and the date the unit attained operational capability.

4. Line C4: Enter total number of physicians present for duty. Enter a slash (/) followed by the total of other medical personnel present for duty.

5. Line C5: Patient Workload Data - Since Last Report. Enter numbers and slashes, as indicated below based on the type of facility:

a. For Second Echelon Medical Treatment Units (2E), Squadron Medical Elements with or without Air Transportable Clinics (ATC), and Clinics (including Residual Medical Clinics): Number returned to duty (RTD), transferred, or expired since last report followed by a double slash (//) and cumulative totals for each category to date. Use a single slash (/) between each category: Example: Medical unit workload was

10 patients RTD/3 patients transferred/2 expired//20 RTD total/34 total transferred/5 total expired. The entry would appear as: *C5. 10/3/2//20/34/5.*

b. For Contingency Hospitals, CONUS Casualty Reception Hospitals (CRH), Air Transportable Hospitals (ATH), Convalescent Care Centers and CONUS Hospitals with expansion bed missions: Beds available, beds Occupied, number admitted, returned to duty, transferred, or expired since last report followed by a double slash (//) Patients Admitted, Returned to Duty, Transferred, and Expired to date. Use single slash (/) between each category. Example: Medical unit had 11 beds available/29 beds occupied/12 patients admitted/48 patients RTD/0 patients transferred/8 patients expired//35 total admissions to date/84 patients total RTD/20 total patients transfers/23total patients expired. The entry would appear as: *C5. 11/29/12/48/0/8//35/84/20/23.*

transferred-in//45 total transfers-out/215 total transfers-in. The entry would appear as: *C5. 250/98/20/60//45/215.*

6. Line C6: Patient Evacuation Summary. For aeromedical staging units, medical facilities operating holding beds for aeromedical evacuation, and aeromedical evacuation control centers (AECC) only. All others will indicate N/A.

a. Evacuated within theater and evacuated to CONUS since last report. Each category is broken down into litter and ambulatory figures using a single slash (/). Use a semi-colon (;) to separate the categories of evacuated within theater from evacuated to CONUS and follow with a double slash (//). Following the (//) provide cumulative figures for each category to date. Example: Medical unit reports 100 litter/500 ambulatory patients evacuated within theater; 98 litter/600 ambulatory patients evacuated to CONUS// 198 total litter/900 total ambulatory patients evacuated within theater; 500 total litter/1000 total ambulatory patients evacuated to CONUS. The entry would appear as: *C6A. 100/500; 98/600//198/900; 500/1000.*

b. Awaiting evacuation within theater and awaiting evacuation to CONUS since last report. Each category is broken down into litter and ambulatory figures using a single slash (/). Use a semi-colon (;) to separate awaiting evacuation within theater from awaiting evacuation to CONUS. Example: Medical unit reports 230 patients awaiting evacuation within theater, (175litter/55 ambulatory); 145 patients awaiting evacuation to CONUS (120 litter/25 ambulatory). The entry would appear as: *C6B. 175/55; 120/25.*

7. Line C7: Medical Materiel Data. Report only War Reserve Materiel (WRM) stocks (by WRM alphabetical code) that have changed in materiel capability since previous submission of RCS: HAF-SG(SA)7131, WRM Medical Stock Status Report. Use project codes authorized by AFM 300-4, Volume III, ADE ME-178-1X. Follow each line entry by a numerical index from 0 to 100 to denote the percentage of materiel operationally ready.

8. Line C8: Facilities Status. Using a numerical index from 0 to 100, enter a percentage figure which represents usability of the facility. Consider loss of utilities, as well as physical plant.

9. Line C9: Narrative Remarks. Include:

- a. Commander's assessment of significant operational constraints.
- b. Limiting factors which adversely affect mission accomplishment.
- c. Include Date Time Group of messages/requests generated to effect emergency actions such as replacement of personnel, materiel resupply, and blood resupply.

10. Line C10: Use only to indicate a final report.

Example: Section C--Report

(CLASSIFICATION)/JOPREP JIFFY/OPERATION (OR EXERCISE) NAME

SUBJ: MEDRED-C, SECTION C REPORT

C1. 1FW LANGLEY AFB VA/50-BED ATH.

C2. RAF MILDENHALL, UK

C3. ATTAINED OPERATIONAL CAPABILITY 08/0800Z APR 92

C6. N/A

C7. B-78

C8. 100

C9. NARRATIVE REMARKS

C10. (Use only to indicate a final report.)

Chapter 13

EMPLOYMENT OF MILITARY RESOURCES IN NATURAL DISASTER EMERGENCIES WITHIN UNITED STATES, ITS TERRITORIES AND ITS POSSESSIONS (TEMPEST RAPID) (RCS: HAF-XO(AR)9433)

13.1. Subject and Purpose:

13.1.1. TEMPEST RAPID reporting applies to US Air Force and CAP resources within CONUS. It provides a reporting system for those resources, including aircraft, used emergency relief operations in support of civil authorities.

13.1.1.1. (Added-AFRC) The Air Force National Security Emergency Preparedness (AFNSEP) Division, Ft McPherson, GA, issues USAF mission designators to authorize Civil Air Patrol and validate USAF unit assistance to civil agencies during natural or man-made disasters. USAF mission designators are assigned consecutively at the start of each fiscal year. For example, the first mission designator in FY94 would be MD-1-94, the second would be MD-2-94, etc. The first in FY95 would be MD-1-95. During duty hours the AFNSEP Division can be contacted at DSN 367-4342/commercial 404-464-4342. After duty hours, those requesting mission designators should contact the Forces Command watch officer who patches the caller through to the AFNSEP duty officer.

13.1.2. See AFI 10-802, *Air Force Support During Disasters*, for guidance on committing resources.

13.1.3. Report Categories:

- TEMPEST RAPID-I--*Natural Disaster Resource Employment Report* notifies Air Force National Security Emergency Preparedness Office (AFNSEP) of support activities.
- TEMPEST RAPID-II--*Natural Disaster Relief Operations Report* consolidates information provided in TEMPEST RAPID I reports.
- TEMPEST RAPID-III--*Natural Disaster Relief Final Report* summarizes complete support. (Include reimbursable and non-reimbursable resources used, total cost, photographs, and any other significant data.)

13.2. Reference Material. AFI 10-802.

13.3. Submitted By. See [Table 13.1](#).

13.4. Submitted To. See [Table 13.1](#) and [Table 13.2](#).

13.5. When Submitted. See [Table 13.1](#).

13.6. How Submitted:

- See [Table 13.1](#), and [Figure 13.1](#), [Figure 13.2](#), and [Figure 13.3](#).
- Use the ESC D designator - Discontinue reporting during emergency conditions.

13.7. Reporting Instructions:

13.7.1. See [Figure 13.1](#). for TEMPEST RAPID I and II reports.

- Make sure the initial report reflects pertinent facts, figures, and other data. Make sure later reports reflect cumulative figures with daily activities.
- Use the Federal Emergency Management Agency (FEMA) disaster identifying number (DIN) after a Presidential declaration of a major disaster. Enter "NC" after a paragraph number if no change has occurred since the previous report. Use "NA" to indicate that the paragraph is not applicable.

13.7.2. See [Figure 13.2](#). and [Figure 13.3](#). for TEMPEST RAPID III report.

Table 13.1. TEMPEST RAPID Reporting Guidance.

	TEMPEST RAPID I	TEMPEST RAPID II	TEMPEST RAPID III
Submitted By:	AF Installation Commanders CAP-USAF Wing Liaison Officers (See note 1) HQ AMC TACC/CC (See note 2)	AFNSEP (See note 3)	AF Installation Commanders CAP-USAF Wing Liaison Officers (See note 1) HQ AMC TACC/CC (See note 2) AFNSEP (See note 3)
Submitted To: (Action)	AFNSEP	Continental US Army (CONUSA)	AFNSEP CONUSA (See note 3)
Submitted To: (Info)	Parent MAJCOM Intermediate Commands HQ CAP-USAF (See note 1)	AFOSC DFAS ACC/XPX AIG 9419 COMFORSCOM HQ CAP-USAF (See note 1)	Parent MAJCOM Intermediate Commands HQ CAP-USAF (See notes 1 & 3) AFOSC CONUSA ACC/XP DFAS HQ AFCEA/DXD
When Submitted:	1. Initial reports. Immediately upon commitment of USAF or CAP resources. 2. Daily reports - As of 2400L, dispatched to reach AFNSEP by 1200L the next day. 3. Interim reports - Anytime situation significantly changes. 4. Termination reports -Whenever support is terminated.	Daily, not later than 1600L	Within 10 work-days after mission termination Within 20 work-days after mission termination

	TEMPEST RAPID I	TEMPEST RAPID II	TEMPEST RAPID III
Preferred transmission DBOF media (If not available, use most expeditious alternate means.)	AUTODIN or DDN	AUTODIN or DDN	Mail
Minimum Precedence	PRIORITY	PRIORITY	None
MINIMIZE authorized	Yes	Yes	No
Classification	As required by situation	As required by situation	As required by situation

NOTES:

1. Required only when CAP assets are used.
2. Required only when Defense Budget Operating Fund-Transportation (DBOF-T) assets are used.
3. Submit consolidated report.

Table 13.2. TEMPEST RAPID Organizations.

	DSN Telephone	Commercial Telephone	AUTODIN Message Address	Mailing Address
AFNSEP	572-4342 FAX: 572-4282	404/ 752-44342 FAX: 404-752-4282	AFNSEP FT MCPHERSON GA//	AFNSEP Building 128 Ft McPherson, GA 30330-5000
AFOSC	227-6103/ 6104 225-7220 FAX: 224-6062	703-697-6103 703-695-7220 FAX: 703-614-6062	AF OPS SPT CTR WASHINGTON DC//	AF Operations Support Ctr 1480 AF PENTAGON Washington, DC 20330-1480

	DSN Telephone	Commer- cial Tele- phone	AUTODIN Message Address	Mailing Address
HQ CAP-USAF	493-2452 FAX: 493-7577	205/ 953-2452 FAX: 205-953-7 577	HQ CAP-USAF MAXWELL AFB AL//XOX//	HQ CAP-USAF/XOX 107 East Selfridge Maxwell AFB, AL 36112-6207
HQ AMC TACC/CC	576-1706	618-256-1 706	HQ AMC TACC SCOTT AFB IL//CC//	HQ AMC TACC/CC 402 Scott Dr, Unit 3A1 Scott AFB, IL 62225-5302
HQ ACC/ XPX	574-5937	804-764-5 937	HQ ACC LANGLEY AFB VA//XP//	HQ ACC/XP 114 Andrews St, Suite 101 Langley AFB, VA 23665-2785
HQ AFCE- SA/DXD	523-6739 FAX: 523-6499	904-283-6 739 FAX: 904-283-6 499	HQ AFCESA TYNDALL AFB FL//DXD//	HQ AFCESA/DXD 139 Barnes Dr, Suite 1 Tyndall AFB FL 32403-5219
DFAS	926-7802	303-676-7 802	DFAS-DE LOWRY AFB CO/ /FYDG//	DFAS-DE/FYDG 6760 East Irvington Place Denver, CO 80279-7000
COMFOR- SCOM	367-522	404-669-5 22	COMFORSCOM FT MCPHERSON GA// AFOP-OCO	COMFORSCOM/ AFOP-OCO Ft McPherson, GA 30330-6000

Figure 13.1. TEMPEST RAPID I and II Report Format.**GUIDE FOR TEMPEST RAPID I & II REPORTING****Part One --US Air Force Resources:**

1. Narrative statement on the type of disaster/emergency, location, cause, extent of damage to civil and military property, and estimated duration of military participation in disaster/emergency relief operations. Include the appropriate US Air Force mission designator (MD) issued by AFNSEP and FEMA DIN, if issued.

2. Availability of state resources and extent of utilization.

3. Source and time of requests for assistance. Show full names, official titles, and addresses of requesting officials.
4. Number of casualties of military and DoD civilian personnel.
5. US Air Force resources committed (except aircraft).
 - a. Chronological narrative summary indicating types of US Air Force support and general types of resources used.
 - b. Peak number of US Air Force personnel (military and civilian) employed in disaster/emergency relief operations.
 - c. Amount and types of equipment items used in operations.
 - d. Quantities and types of supplies provided.
 - e. Name, rank, and telephone number of point of contact at AFNSEP.
 - f. State whether US Air Force public information personnel are at disaster/emergency scene.
6. US Air Force Aircraft Operations:
 - a. Types of missions.
 - b. Number and type of aircraft and number of sorties and hours flown. (Include daily totals in the initial report. Include daily and cumulative totals in later reports.)
 - c. Total airlifted passengers, by job specialties, military and civilian.
 - d. Total cargo by type and weight, and number for each type.

e. All pertinent information regarding special aircraft operations, such as aerial spray, aeromedical evacuation, aerial reconnaissance, air rescue, etc.

Part Two--CAP Resources:

1. Narrative statement on the type of disaster/emergency, location, cause, extent of damage to civil and military property, and estimated duration of CAP participation in disaster/emergency relief operations. Include the appropriate US Air Force MD issued by AFNSEP and FEMA DIN, if issued.
2. Source and time of request for assistance. Include requester's full name, official position, and address.
3. Casualties and fatalities of CAP personnel.
4. Types of missions.
5. Peak number of CAP members committed.
6. Number of CAP aircraft committed. Identify whether member-owned or corporate-owned aircraft.
7. Number of missions and hours flown. (Include daily totals in the initial report. Include daily and cumulative totals in later reports.)
8. Number of CAP fixed communications stations committed.
9. Other CAP equipment committed by type and amount.
10. Remarks. Identify operational highlights, unusual actions or occurrences, or other events of interest. Specifically discuss CAP casualties or damage to CAP facilities as a result of the disaster/emergency or participation in the relief/support effort. Include date and time CAP assistance was terminated.

Figure 13.2. TEMPEST RAPID III Report Format.

Summary of USAF and CAP Support

1. This report is a narrative format which includes, as a minimum, comments on the following topics. If photographs of Air Force assistance are available include them with the report. Include captions, dates, identity of locations, and activity taking place on each photograph.
2. Indicate location, cause, and duration of the disaster. If applicable, provide an estimate of damages to civil and military properties. Include the Air Force MD and FEMA DIN, as appropriate.
3. Include the name of individual and the exact time and date of the initial request for assistance. If the request was from a civil official, state official position.
4. Provide a chronological summary of principal Air Force or CAP actions, beginning with the employment of the initial force in relief operations. This summary should show the type forces, equipment, and supplies used, together with aircraft operations including number/type aircraft, the number of sorties, and hours flown.
5. Include highlights of the operation, outstanding support rendered, unusual actions or occurrences, or other events of interest.
6. State whether any damage to Air Force facilities, or any Air Force casualties resulted from either the disaster or emergency or participation in the relief operations.
7. Include a discussion of specific problem areas encountered and actions recommended to preclude their occurrence in the future. Include any recommendations as to ways of improving the procedures or systems used in relief operations.

Figure 13.3. Preliminary Estimate of Expenses Format.

Preliminary Estimate of Expenses Incurred in Disaster Relief Operations

by _____

(Unit)

Air Force Mission Designator and/or FEMA identifying number for disaster:

Dates from _____ to _____ inclusive.

AIR FORCE (ACTIVE AND RESERVE) AND CIVIL AIR PATROL

ExpensesReimbursable Non-reimbursable TOTAL

Non-Airlift Resource:

DBOF-T:

Non ASIF:

NOTE: The above format is required as part of the TEMPEST RAPID III report. It does not apply to TEMPEST RAPID I and II reports.

JOHN P. JUMPER, Lt General, USAF
DCS/Plans and Operations

Attachment 1**GLOSSARY OF REFERENCES, ABBREVIATIONS AND ACRONYMS*****References***

AFI 10-201, (formerly AFR 55-15) *Status of Resources and Training System (SORTS)*

AFI 10-401, (formerly AFR 28-3) *Operation Plan and Concept Plan Development and Implementation*

AFI 10-802, *Air Force Support During Disaster*

AFI 21-102, (formerly AFR 66-3) *Depot Maintenance Management*

AFI 23-201, (formerly AFR 144-1) *Fuels Management*

AFI 25-101, (formerly AFR 400-24) *War Reserve Material (WRM) Program, Guidance and Procedures*

AFI 31-401, (formerly AFR 205-1) *Information Security Program Management*

AFI 32-4001 (formerly AFR 355-1), *Disaster Preparedness Planning and Operations*

AFI 37-124, (formerly AFR 4-38), *Management and Control of Information Reports Requirements*

AFI 41-106, (formerly AFR 160-25), *Medical Readiness Planning and Training*

AFI 91-204, (formerly AFR 127-4), *Investigating and Reporting Mishaps*

AFM 28-6, *Contingency Operations/Mobility Planning and Execution (COMPES)*

AFM 28-626, *Functional User Support Manual for the Contingency Operation/Mobility Planning and Execution System (COMPES) MAJCOM Level Manpower/Personnel (MANPER) Module, Users Manual*

AFM 28-740, Volume 1, *War Planning, Functional User Support Manual for the Contingency Operation/Mobility Planning and Execution System (COMPES) Base Level Manpower/Personnel (MANPER-B: Module)*

AFM 28-740, Volume 2, *Contingency Operation/Mobility Planning and Execution System (COMPES) Logistics Module-Base Level (LOGMOD-B): A200/ZG, Users Manual*

AFM 28-740, Volume 3, *Contingency Operation/Mobility Planning and Execution System (COMPES), Logistics Module-Major Command (LOGMOD-M), Logistics Force Packaging (LOGDET) Subsystem; A200/ZG, Users Manual*

AFM 28-740, Volume 5, *Contingency Operation/Mobility Planning and Execution System (COMPES), Logistics Feasibility, Logistics Analysis Capability (LOGFAC) Subsystem; A200S/ZU, Users Manual*

AFP 102-2, Volume I, *Joint User Handbook for Message Text Formats*

CJCSI 3150.03 (formerly Joint Publication 1-03.6) *JRS Event/Incident Reports*

Joint Publication 1-03 *Joint Reporting System (JRS) General Instructions*

Joint Publication 1-03.5, *JRS Operational Status Report*

Joint Publication 1-03.8, *JRS Situation Monitoring*

Joint Publication 1-03.18, *JRS, Logistics*

JANAP 146

DoD 4500.54G, *DoD Foreign Clearance Guide*

Abbreviations and Acronyms

ACC—Air Combat Command

AFCOS—Air Force Combat Operations Staff

AFEOSC—Air Force Emergency Operations Support Center

AFMC—Air Force Materiel Command

AFNSEP—Air Force National Security Emergency Preparedness Office

AFOREPS—Air Force Operational Reporting System

AFOSC—Air Force Operations Support Center

AFRES—Air Force Reserve

AFSA—Air Force Safety Agency

AMC—Air Mobility Command

AMREP—Aircraft/Missile Maintenance Compression Report

ANG—Air National Guard

ARC—Air Reserve Component

AUTODIN—Automatic Digital Network

CAP—Civil Air Patrol

CAT—Crisis Action Team

CHOP—Change of Operational Control

CIRVIS—Communications Instructions Reporting Vital Intelligence Sightings

CIS—Commonwealth of Independent States

CJCSI—Chairman, Joint Chiefs of Staff Instruction

CMSAF—Chief Master Sergeant of the Air Force

COMPES—Contingency Operation/Mobility Planning and Execution System

CONPlan—Concept Plan

CONR—CONUS NORAD Region

CONUS—Continental United States

CPX—Command Post Exercise

CSAF—Chief of Staff, USAF

DAF—Department of the Air Force

DBOFT—Defense Budget Operating Fund Transportation

DDN—Defense Digital Network

DEFCON—Defense Readiness Condition

DIN—Disaster Identification Number

DoD—Department of Defense

DRU—Direct Reporting Unit

DUSTWUN—Duty Status Whereabouts Unknown

EAPUSAF—US Air Force Emergency Action Procedures

FOA—Field Operating Agency

GENADMIN—General Administration

GENTEXT—General Text

GO—General Officer

JANAP—Joint Army, Navy, Air Force Publication

JCS—Joint Chiefs of Staff

JOPREP JIFFY—Flagword identifying electrically transmitted command post to command post messages

LERTCON—Alert Condition

LOGDET—Logistics Force Packaging Subsystem

LOGFAC—Logistics Feasibility Analysis Capability

LOGMOD—Logistics Module Major Command (M), Base Level (B)

LOSREP—Aircrew/Aircraft Loss Report

LRC—Logistics Readiness Center

MAJCOM—Major Command

MANFOR—Manpower Force Packaging Subsystem

MANPER—Manpower and Personnel System, MANPERH/F (HQ USAF), M (MAJCOM), I (INTERMEDIATE), B (BASE)

MD—Mission Designator

MEDREDC—Medical Report for Emergencies, Disasters, and Contingencies

MEFPAK—Manpower and Equipment Force Packaging (System)

MPF—Military Personnel Flight

MPRC—Manpower and Personnel Readiness Center

NAF—Numbered Air Force

NMCC—National Military Command Center

NMIC—National Military Intelligence Center

NSN—National Stock Number

OPlan—Operation Plan

OPREP3—Event/Incident Report

PRC—People’s Republic of China

RCS—Reports Control Symbol

REPOL—Bulk Petroleum Contingency Report

SITREP—Commander’s Situation Report

SORTS—Status of Resources and Training System

SSN—Social Security Number

STARTEX—Start Exercise

TEMPEST RAPID—Employment of Military Resources in Natural Disaster Emergencies within United States, its Territories and its Possessions

TDY—Temporary Duty

TRAP—Tanks, racks, adapters, and pylons

USAF—United States Air Force

UTC—Unit Type Code

WIN—WWMCCS Intercomputer Network

WWMCCS—Worldwide Military Command and Control System

Attachment 2**IC 97-1 TO AFMAN 10-206, OPERATIONAL REPORTING****SUMMARY OF REVISIONS**

Interim change (IC) 97-1 corrects a discrepancy in nuclear related PINNACLE reporting procedures between AFMAN 10-206 and CJCSI 3150.03, Joint Reporting Structure Event and Incident Reports.

3.6.1. Air Force units will submit voice reports to the appropriate command center via telephone conference. Normal conference procedures will be unit to MAJCOM to AFOC for BEELINE or Service-level reports (Bent Spear and Faded Giant). Additional conferees will be added as appropriate.

3.6.1.1. Nuclear related reports (PINNACLE) will be immediately voice reported to the NMCC. To contact the NMCC use DSN 851-3840 (primary) or DSN 227-6340 (secondary). Intermediate command centers will be conferenced if time permits and only if it does not cause a delay in the reporting to the NMCC.

ATTACHMENT 3 (ADDED-AFRC)

OPREP-3 BEELINE OFF DROP ZONE INFORMATIONAL REQUIREMENTS

- a. DATE/TIME of the drop.
- b. Involved units (flying, supporting, and unit dropped). Include name of exercise or operation, if applicable.
- c. Name, location (coordinates), dimension of DZ, and location of point of impact.
- d. Number and type of aircraft involved (indicate where in formation OFF DZ aircraft was flying).
- e. Drop procedures used (for example, Visual, SKE, AWADS, HALO, CDS, HVY EQ, etc.), Drop Altitude (AGL), type of chute, and if Jump-Master-Directed.
- f. Weather (winds, at altitude and surface, ceiling, visibility, special conditions, as applicable).
- g. Number of total jumper/platforms: (1) OFF-DZ; (2) on OFF-DZ aircraft; (3) in formation.
- h. Injuries.
- i. Damage to dropped equipment.
- j. Collateral damage.
- k. Run-in heading and jumper/load landing location in relation to the PI, the DZ and to the Reservation (for example, 900 yds at 3 o'clock from the PI, 200 yds off the DZ, on the Reservation).
- l. Reason for the OFF-DZ Airdrop.
- m. Narrative of event sequence.
- n. Name and phone number of POC.

ATTACHMENT 4 (ADDED-AFRC)**OPREP-3 HOMELINE VOICE TEMPLATE**

This is (rank and name) from (location) with an OPREP-3 HOMELINE REPORT

NOTE:

When report is an exercise report, include the word “exercise.”

SUBJECT:

IMMEDIATE PRECEDENCE

Classification of this report is: TOP SECRET SECRET CONFIDENTIAL UNCLASSIFIED (Circle One)

Line 1. (REPORT NUMBER) (Report number assigned to this report.)

Line 2. (INCIDENT) (Type of incident, DTG of incident, time of report, and location of incident.)

Line 3. (NARRATIVE) (State if report is FINAL or if there will be follow-on reporting.)

ATTACHMENT 5 (ADDED-AFRC)**OPREP-3 HOMELINE REPORTABLE EVENTS AND INCIDENTS LIST**

Situations listed below are causes for OPREP-3 HOMELINE reports to be submitted. This list is included as a broad guideline. Whenever an incident occurs that may be of interest to the AFRC commander, and it is not covered in this listing, contact the AFRC Command Center for guidance.

- (1) Any incident that falls within the broad guidelines established by AFMAN 10-206, *Operational Reporting*, but does not quite fit that criteria and the unit commander wishes to submit a report.
- (2) Situations or incidents involving DV (code 6 or higher) that could be embarrassing to the command.
- (3) Significant information not reportable elsewhere that the unit commander feels the AFRC commander should know. Report any incident that may involve potential news coverage.
- (4) A ground mishap that causes a fatality or serious injury of a military or civilian member of AFRC or an individual of any unit or command where AFRC is host, or damage to military property in excess of \$5,000 up to \$10,000.
- (5) Fires which cause serious personal injuries or damage/loss to military facilities or equipment in excess of \$5,000 up to \$10,000.
- (6) All mishaps, ground or in-flight, involving AFRC-controlled aircraft, aero club aircraft, or aircraft transiting AFRC bases that cause serious personal injury or damage to civilian or military property and do not meet the reporting criteria of OPREP-3 PINNACLE or BEELINE.
- (7) Off drop-zone/station/reservation drops.

NOTE:

Incidents that may result in unusual interest by news media require OPREP-3 BEELINE or PINNACLE reporting.

- (8) Dropped object or cargo jettisoning. An object dropped from an AFRC aircraft that may cause property damage, or local interest, and is not BEELINE reporting.
- (9) Theft of government property valued in excess of \$5,000 up to \$10,000.
- (10) Loss or theft of firearms or ammunition under control of AFRC or any unit or command where AFRC is host.
- (11) Drug and alcohol abuse incidents which, in the judgment of the commander, may result in adverse media coverage or significant mission impact and do not meet OPREP-3 BEELINE reporting criteria. NOTE: Names/SSANS of individuals committing, charged with, victimized by, or otherwise involved in drug abuse crimes will not be included in either voice or record copy OPREP-3 reports. Identification, when needed, will be limited to broad categories such as active duty/reserve/airman/NCO/officer/dependent, etc.
- (12) A human relations incident, "minor" or "serious," as defined in AFD 36-27, Social Actions Program. NOTE: A human relations incident, as defined in AFD 36-27, is an overt damaging act directed toward an individual, a group, or an institution that appears to be motivated by age, color, national origin, ethnic group, religion, or sex.

(13) Sex crimes, robberies, arson, or malicious acts resulting in damage to Air Force property, potential incidents or demonstrations, and other incidents/encounters that might be of interest to the AFRC Commander and do not meet the reporting criteria of OPREP-3 PINNACLE/BEELINE.

(14) Commercial power outage that causes a complete work stoppage or significant slowdown in production.

(15) Unscheduled computer outages or shutdowns that have a significant impact on production.

(16) Any loss, theft, or spillage of chemical or biological elements or agents that could affect human health, threaten to damage or endanger any location or facility, or threaten to contaminate the environment and does not meet the reporting criteria of OPREP-3 PINNACLE/BEELINE.

NOTE:

All AFRC units are directed to submit an AFRC OPREP-3 HOMELINE report any time a Notice Of Warning (NOW), a Violation, or any environmental adverse actions are received from OSHA/EPA. THE REPORT WILL BE SUBMITTED WITHOUT DELAY.

(17) Bomb threats resulting in significant work stoppage or degradation of an operational mission, or multiple threats occurring within a short period of time. In the case of Multiple threats, a consolidated report may be submitted. NOTE: When an explosive device is found and (or) an explosion occurs, submit an OPREP-3 BEELINE.

(18) Potential or actual work stoppage or strikes involving on-base civilian contractors. NOTE: Strikes against or on AFRC bases that may cause national news coverage will be reported as OPREP-3 PINNACLE.

(19) Birdstrike/lightning strike which results in any damage to aircraft or any injury to aircrew.

(20) FORCED or PRECAUTIONARY landings requiring aircraft to remain off-base overnight and forced or precautionary landings on civilian property where no pre-arranged landing rights exists. (Landings at pre-surveyed remote helicopter landing areas do not require reports unless the aircraft remains overnight or meets other criteria such as requiring a safety report.) Landings involving property damage are OPREP-3 reportable.

(21) All FORCED or PRECAUTIONARY landings with DV personnel aboard.

(22) Report all violations of the Law of Armed Conflict (LOAC). Include source of report (name, rank, unit, and phone number); nature of violation (date, time, and place of violation); country of forces allegedly violating the LOAC; and identity of U.S. or enemy units (if known) in the area.